OFFICE OF FINANCIAL MANAGEMENT

BUDGET AND ALLOTMENT SUPPORT SYSTEMS (BASS)

Salary Projection System

SYSTEM MANUAL

Version 1.1 Draft
May 5, 2004

This document is a work in progress and has not undergone a thorough edit. Please contact the BASS Helpline at 360 725-5278 to report corrections or fax a copy to 360 586-3964.

Table of Contents

(1) BASS Background

The Budget and Allotment Support System (BASS) is a long-term project geared toward bringing all the components of Washington State's budget and allotments systems under one web-based umbrella. This project is lead by the Office of Financial Management (OFM) with the assistance of Customer User Groups with diverse agency representation. The systems being replaced are older mainframe systems with little flexibility and complicated screens. At the same time we are adding tools based on user needs and changes in the state budgeting process.

(2) SPS Background

SPS is the system to assist agencies in projecting and analyzing costs associated with staffing. It includes a tool to load information from the Department of Personnel's Data Warehouse. SPS supports position files so agencies can easily develop various scenarios. Security levels are built in to ensure that only users with the appropriate level of authority have the ability to make changes. Captures all elements of a salary projection including salaries and benefits. Agency position and projection files can be developed at any level of detail to allow for detailed analysis of requests or translation into allotment data.

(3) SPS Goals

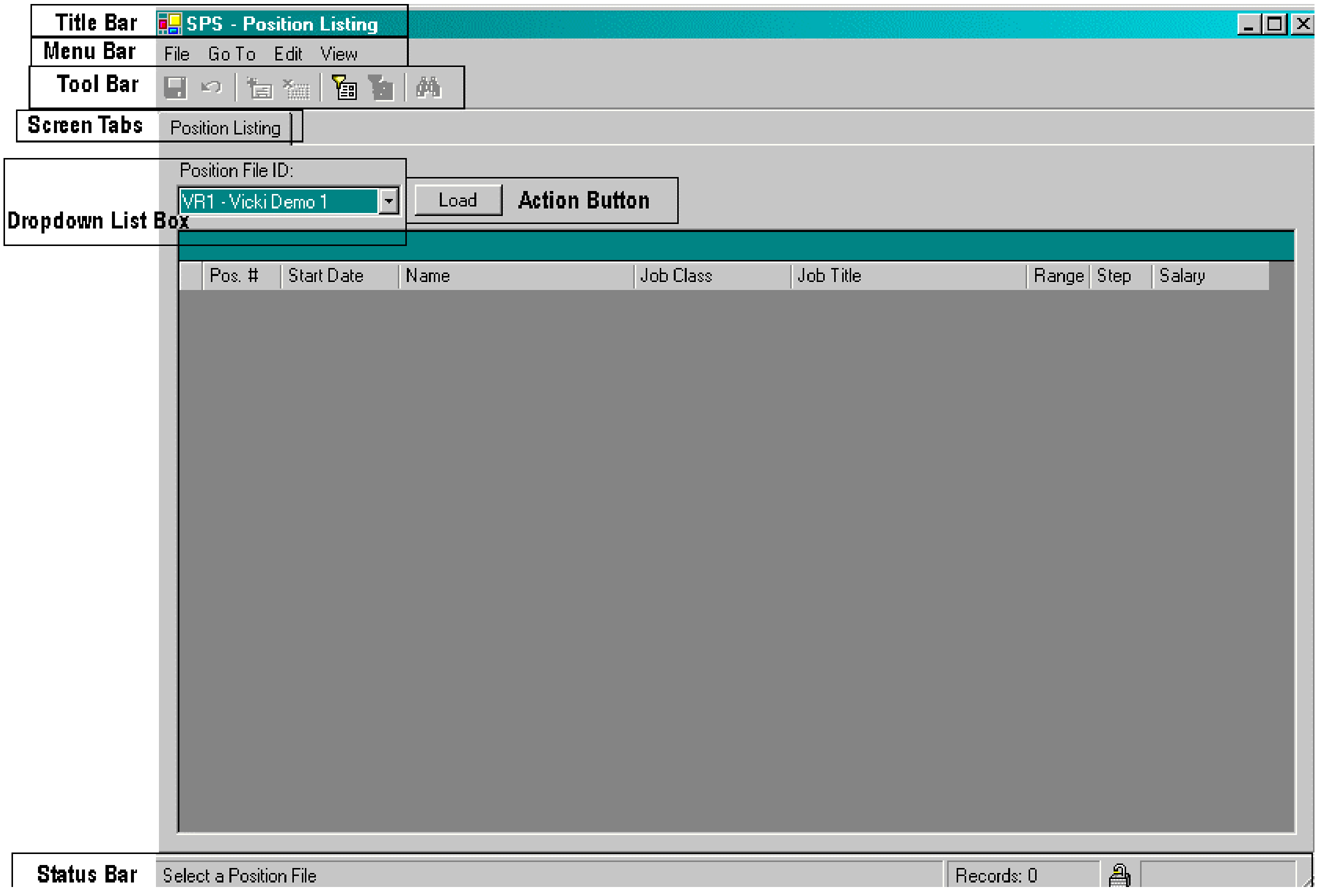
SPS is design to replace the mainframe Budget Preparation System 1, previously used for salary analysis. The goal of SPS is to replace this system with a more user-friendly and flexible system without loosing any of the functionality of BPS1. At the same time we are incorporating improvements designed to assist the customer in better meeting their business needs.

Business processes supported by SPS include budget development, allotment development, variance projection, scenario development/analysis, and reporting.

Further documentation on the goals and requirements of SPS can be found in *Business Requirements Document* and *High Level Design Requirements* published by MTG Management Consultants. Contact the BASS Help Line at 360 725-5278 for copies of these documents if desired.

(4) Screen Layout

The following diagram outlines the standard format for SPS screens.



Title Bar - This blue bar will show you where you are in the system by console, function, and screen.

Menu Bar – Includes all standard menu bar options. More on these in the next section. Each console may have some unique menu bar functions available. These will be discussed within the appropriate section of the system manual.

Tool Bar – The tool bar contains functions for each screen. Tool Bar icons are used to accomplish common actions to each screen. A tool tip exists on each Tool Bar icon to describe the action.

Screen Tab – Tabs are used to move between system functions with different screens.

Action Buttons – Buttons that perform a specific action. These will be discussed in depth under the screen review portion of each console.

Dropdown List Boxes – Dropdown list boxes are generally used to allow user to pick specific options from a pre-determined list. These will be discussed in depth under the screen review portion of each console.

Status Bar – The Status Bar is broken into a number of sections. The status bar gives the user indication of information such as current action status, last action performed, and data saved and also include an icon where appropriate to indicate the status of a particular position or projection file such as locked or filtered.

Dialog Boxes – Dialog boxes are mini-screens that set on top of the main SPS application. Dialog boxes allow user to perform a task without losing the screen they selected the task from.

I. System Wide

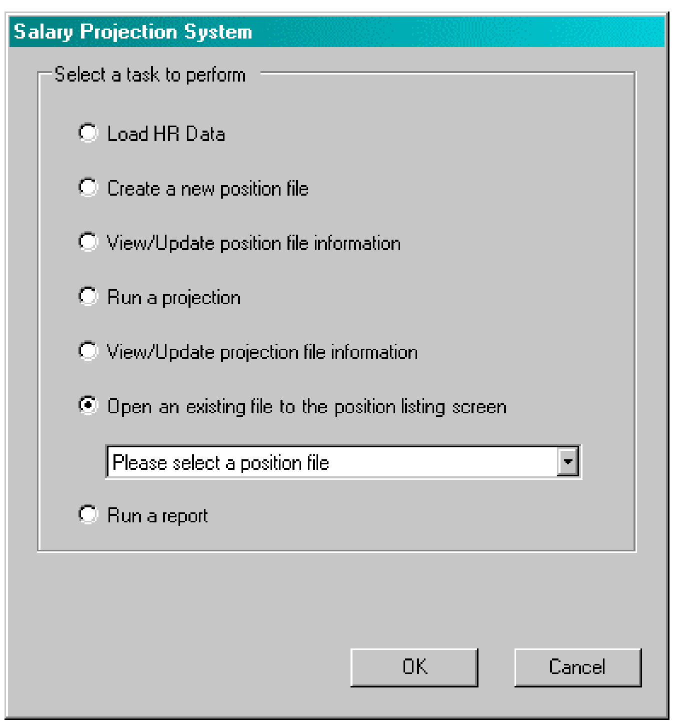
A. Navigation Tools

Concept – The Salary Projection System does not have a system menu screen. Instead navigation is handled through a Start Up screen and menu bar options.

1. Start Up Screen

Concept – When a user first enters the SPS system, a dialog box will be presented for the user to select where in the system they wish to go. A user is given a number of options for navigation. A user can select one option. This screen is only presented when the user first enters the system for a session.

This screen is presented to users each time they enter the system automatically, only upon initial entry. Once in a session, all navigation is performed through the Menu Bar.



Screen Notes – Only tasks that can be performed are available for the user to select. The only option is to **Create a new position file** the first time in to the system for an agency.

Screen Options

Select a task to perform – Allows a user to select from the list to indicate the first task they wish to perform upon entering the system.

- Load HR Data – Will take the user to the HR Data Load screen upon clicking OK.
- Create a new position file – Will open the Add Position File dialog box. Always available
- View/Update position file information – Will take the user to the Update/Delete Position File screen.
- Run a projection – Will take a user to the **Run Projection** screen to select options for running a projection.
- View/Update projection information – Will take the user to the **Update/Delete Projection File** screen.
- Open an existing file to the position listing screen – The dropdown list box includes a list of agency position files. The user can select the file they wish to open on this screen. The system will then take them to the Position Listing screen with the file selection pre-filled. Not available if there are no position files for the agency.
- Run a report – Takes the user to the Reporting screen.
- OK – Available once a valid option has been made. Clicking OK will proceed to take the user to the screen indicated and the Startup Screen will disappear.
- Cancel – This option will close the Startup Screen without opening a new SPS screen. The SPS application will be available, but the user will simply see a blank gray screen below the tool bar. Menu bar options will continue to be available for navigation.

2. Menu Bar

Concept – With the exception of dialog boxes, all screens within SPS have a menu bar. The **Go To** option on the menu bar is the primary navigation method for SPS. The menu bar has the following type functions available.

- File
- Go To
- Edit
- View

3. Tool Bar

Concept - Functions within available in any given screen will be available through a tool bar. The Tool Bar icons available varies from screen to screen. Specific information on each Tool Bar item available is described with its respective screen. A tool tip exists for each Tool Bar icon to allow the user to see a narrative description of the action the tool bar will invoke by hovering the mouse over the desired icon. The Tool Tip text is how the icons are described in this document.

B. Filter

Concept – The filter allows user to limit records for display or action based on position funding or other detail. This filter is available from the **Position Listing**, **Copy/Merge Position File**, and **Reporting**. The filter contains two tabs; the Account Code Selection tab and the Position Selection Options tab. The user can make selections on both tabs and then apply the filter

Access – The filter can be accessed by selecting **View / Set Filter…** or selecting the Set Filter icon on the Tool Bar  where available.

1. Account Code Selection

Concept – The Account Code Selection tab allows the user to filter based on position coding. The filter will return any positions records where any one of the funding lines match the coding criteria entered.

Access – This screen can be accessed by selecting **View / Set Filter…** or selecting the Set Filter icon on the Tool Bar  and selecting the Account Code Selection tab.

Screen Notes –

1. Users may type in the text box to shortcut to the desired code.

2. The user must first click the down arrow then to select items from the dropdown:

    a. Single item Select: Double click any single item in the dropdown, or single click it and then click the Down Arrow again. This will close the drop down and display the item in the corresponding textbox.

    b. Group Select 1: Hold the Shift Key down and click a range to items in the dropdown. While holding the Shift-Key down, DoubleClick the selected area, or, release the shift key and click the Down Arrow. This will collect the selections from the dropdown, close it, and display the selections in the corresponding textbox.

c. Group Select 2: Hold the Ctrl Key down and select one item in the drop down, then while the Ctrl key is still down click the last item to select, or, release the CTRL key and click the Down Arrow. This will collect the selections from the dropdown, close it, and display the selections in the corresponding textbox.

3. The usage of an index is exclusive with the other selection in the group. For example, when the user selects a Program Index, then the Program, Sub Program, Activity, Sub Activity, and Task selections are disabled. When Program Index is cleared, then the Program textbox/Down Arrow controls are enabled.

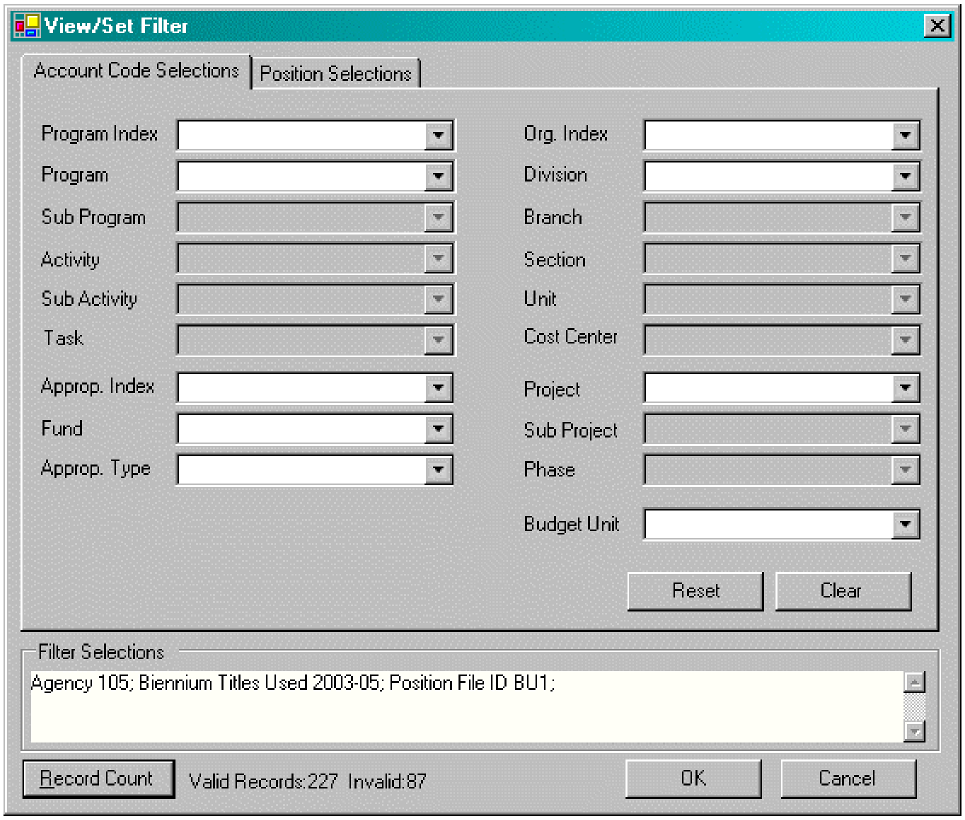
4. The dropdown items within a group have a cascading relationship, i.e. if Program 010 is selected, then only the Subprograms belonging to program 010 will be displayed.

5. The Filter form will always default to the current biennium when it fetches the titles data to display in the dropdown.

6. All codes used in the position file are available in the Account Code selection boxes regardless of if the code is valid for the indicated biennium or not. This allows the user to filter on invalid codes.

7. Operators are available to help the user further define their filter:

Operator	Operation	Comments
=	Equal	
>	Greater than	
<	Less than	
<>	Not equal	
*	Wildcard	Not valid for dates
,	OR	
-	Between	
?	Positional	Not valid for dates



Program Index – All program indexes used in the current position file are available in the dropdown box. If a program index is selected, the remaining program hierarchy options are disabled. The Program Index selection box will not be available if any element of the Program hierarchy has previously been selected.

Program – All programs used in the current position file, as indicated the position program index, are available in the dropdown box. This option will not be available if Program Index has previously been selected. Once a program is selected, sub program will become available as the next level of the hierarchy.

Sub Program – All sub programs used in the current position file, as indicated the position program index, are available in the dropdown box. This option will not be available if Program Index has previously been selected or the higher-level code of program has not been selected. Once a sub program is selected, activity will become available as the next level of the hierarchy.

Activity - All activities used in the current position file, as indicated the position program index, are available in the dropdown box. This option will not be available if Program Index has previously been selected or the higher-level code of sub program has not been selected. Once an activity is selected, sub activity will become available as the next level of the hierarchy.

Sub Activity - All sub activities used in the current position file, as indicated the position program index, are available in the dropdown box. This option will not be available if Program Index has previously been selected or the higher-level code of activity has not been selected. Once a sub activity is selected, task will become available as the next level of the hierarchy.

Task - All tasks used in the current position file, as indicated the position program index, are available in the dropdown box. This option will not be available if Program Index has previously been selected or the higher-level code of sub activity has not been selected.

Appropriation Index - All appropriation indexes used in the current position file are available in the dropdown box. If an appropriation index is selected, the remaining fund hierarchy options are disabled. The Appropriation Index selection box will not be available if any element of the fund hierarchy has previously been selected.

Fund - All funds used in the current position file, as indicated the position appropriation index, are available in the dropdown box. This option will not be available if appropriation index has previously been selected. Fund and Appropriation type are not hierarchical and can be selected in either order when appropriation index is not used.

Appropriation Type - All appropriation types used in the current position file, as indicated the position appropriation index, are available in the dropdown box. This option will not be available if appropriation index has previously been selected. Fund and Appropriation type are not hierarchical and can be selected in either order when appropriation index is not used.

Org. Index - All Organization (org) indexes used in the current position file are available in the dropdown box. If an org index is selected, the remaining division hierarchy options disabled. The org index selection box will not be available if any element of the division hierarchy has previously been selected.

Division - All divisions used in the current position file, as indicated the position program index, are available in the dropdown box. This option will not be available if Org Index has previously been selected. Once a division is selected, branch will become available as the next level of the hierarchy.

Branch - All branches used in the current position file, as indicated the position org index, are available in the dropdown box. This option will not be available if Org Index has previously been selected or the higher-level code of division has not been selected. Once a branch is selected, section will be come available as the next level of the hierarchy.

Section - All sections used in the current position file, as indicated the position org index, are available in the dropdown box. This option will not be available if Org Index has previously been selected or the higher-level code of branch has not been selected. Once a section is selected, unit will become available as the next level of the hierarchy.

Unit - All units used in the current position file, as indicated the position org index, are available in the dropdown box. This option will not be available if Org Index has previously been selected or the higher-level code of section has not been selected. Once a unit is selected, cost center will become available as the next level of the hierarchy.

Cost Center - All cost centers used in the current position file, as indicated the position org index, are available in the dropdown box. This option will not be available if Org Index has previously been selected or the higher-level code of unit has not been selected.

Project – All projects used in the current position file are available in the dropdown box. Once a project is selected, sub project will become available as the next level of the hierarchy.

Sub Project - All sub projects used in the current position file are available in the dropdown box. This option will not be available if the higher-level code of project has not been selected. Once a project is selected, phase will become available as the next level of the hierarchy.

Phase - All phases used in the current position file are available in the dropdown box. This option will not be available if the higher-level code of sub project has not been selected.

Budget Unit - All budget units used in the current position file are available in the dropdown box.

Filter Selections - This text box displays the filter selections from both the Account Code and Position selection tabs for the current filter.

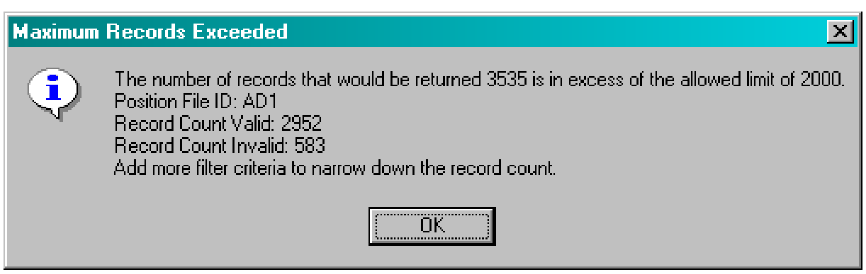
Record Count – The Record Count button will invoke a count of the positions for the current file and display a count of total valid records and a count of invalid records.

Reset - This button will reset the filter to the last saved state.

Clear – This button will clear all filter options in the Account Code Selections tab.

OK – This button will close the Filter screen and apply the filter selections as defined in the Filter Selections box to the listing or action the Filter was selected from. The screen accessed from will be redisplayed to the user.

A message will be presented to the user if accessing the Position Listing screen or Allotment Detail report and the filter selections will result in a list of more than 2,000 records. The Position Listing and Allotment Detail report are required to result in less than 2,000 records in order to display.



OK – This will return the user to filter to select additional criteria to lower the number of matches.

Cancel – This button will close the Filter screen without applying any filter selection changes.

A message will be presented to the user if accessing the Position Listing screen or Allotment Detail report and the filter selections will result in a list of more than 2,000 records. The Position Listing and Allotment Detail report are required to result in less than 2,000 records in order to display.

OK – This will return the user to filter to select additional criteria to lower the number of matches.

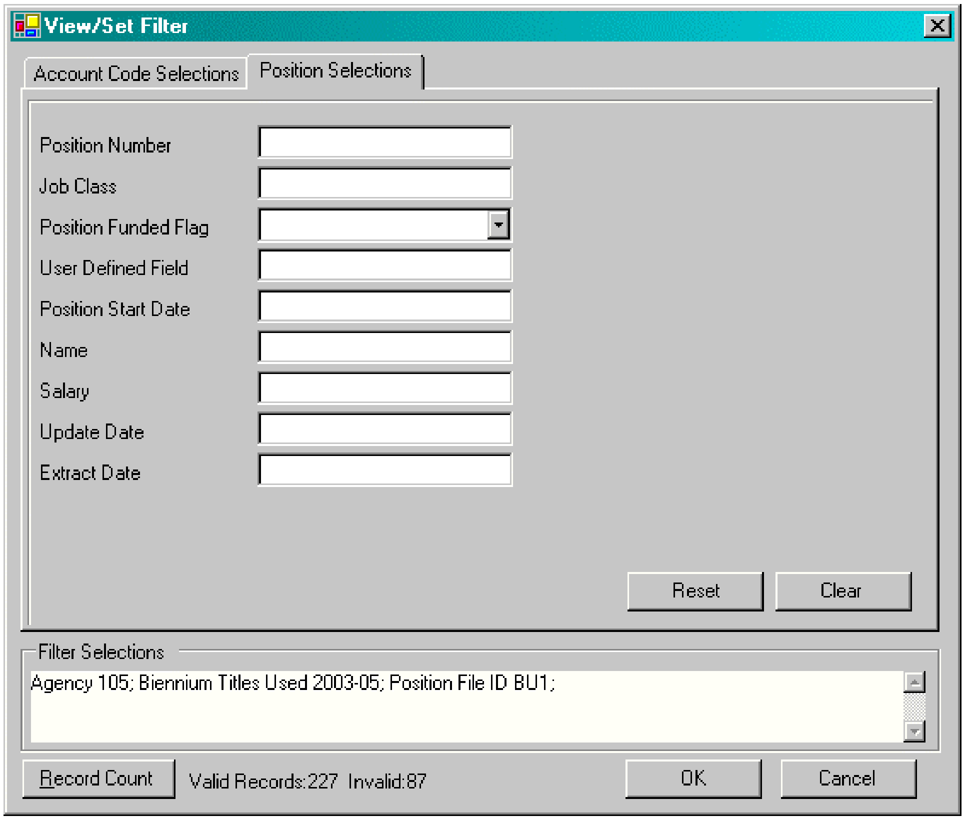
2. Position Detail Selection

Concept – The Positions Selections tab allows the user to filter based on position information. The filter will return any positions records where any one of the indicated fields match on the **Position Detail Screen**.

Access – This screen can be accessed by selecting **View / Set Filter…** or selecting the Set Filter icon on the Tool Bar  and selecting the Position Selection tab.

Screen Notes- Operators are available to help the user further define their filter (examples provided:

Operator	Operation	Comments
=	Equal	
>	Greater than	
<	Less than	
<>	Not equal	
*	Wildcard	Not valid for dates
,	OR	
-	Between	
?	Positional	Not valid for dates



Position Number – Allows the user to filter based on position number. This is a text entry block. No dropdown list is available. If the user selects a position number that does not exist in the position file, the filter will return zero records. Position Number can be a range (P001 – P004), wild card (P* or P00?), or list (P001, P002, P003, P004). An = without a position number will return all records with a blank position number.

Job Class – Allows the user to filter based on job class code. This is a text entry block. No dropdown list is available. If the user selects a job class that does not exist in the position file, the filter will return zero records. Job Class can be a range (12000-12200), wild card (12* or 121??), or list (12107, 12108, 12109). An = without a job class will return all records with a blank job class number. Greater than (>) and less than (<) are also available for use.

Position Funded Flag – Allows the user to filter based on the Position Funded Flag as identified in the **Position Detail Screen**. By default, the option is ALL indicating ALL position regardless of the Funded Flag. Other options include YES and NO.

User Defined Field – Allows the user to filter based on the Position Funded Flag as identified in the **Position Detail Screen**. The User Defined Field is an additional five-character field available in SPS for agencies to determine the appropriate use, if any, to further identify positions. User Defined can be a range (12000-12200), wild card (12* or 121??), or list (12107, 12108, 12109). An = without a user defined field will return all records with a blank user defined field.

Position Start Date – Allows the user to filter based on the Position Start Date (or effective date) as identified on the **Position Detail Screen** on the record tab. Position Start Date can be a range (6/1/2003-9/30/2003), greater than (>) or less than (<), or a specific date (6/1/2003).

Name – Allows the user to filter based on the Name as identified in the **Position Detail Screen**. Name can only be searched by last name (or leading characters of the field). The text entry does not allow spaces or commas to ensure that SPS understand the text being searched on. To search on last name enter =<last name>* (=smith*). This will return all records where the last name or beginning of the last name match the entry between = and *. An = without a name will return all records with a blank name.

Salary – Allows the user to filter based on the salary as identified on the **Position Detail Screen**. Salary can be a range (1500-3500), greater than (>) or less than (<), or a specific salary (1575).

Update Date – Allows the user to filter based on the last date updated as identified on the **Position Detail Screen** on the record tab. Update Date can be a range (6/1/2003-9/30/2003), greater than (>) or less than (<) or a specific date (6/1/2003).

Extract Date – Allows the user to filter based on date extracted as identified on the **Position Detail Screen** on the record tab. Extract Date can be a range (6/1/2003-9/30/2003), greater than (>) or less than (<) or a specific date (6/1/2003). An = without a date will return all records with a blank extract date.

Filter Selections - This text box displays the filter selections from both the Account Code and Position selection tabs for the current filter.

Record Count – The Record Count button will invoke a count of the positions for the current file and display a count of total valid records and a count of invalid records.

Reset - This button will reset the filter to the last saved state.

Clear – This button will clear all filter options in the Position Selections tab.

OK – This button will close the Filter screen and apply the filter selections as defined in the Filter Selections box to the listing or action the Filter was selected from. The screen accessed from will be redisplayed to the user.

A message will be presented to the user if accessing the Position Listing screen or Allotment Detail report and the filter selections will result in a list of more than 2,000 records. The Position Listing and Allotment Detail report are required to result in less than 2,000 records in order to display.

OK – This will return the user to filter to select additional criteria to lower the number of matches.

Cancel – This button will close the Filter screen without applying any filter selection changes.

A message will be presented to the user if accessing the Position Listing screen or Allotment Detail report and the filter selections will result in a list of more than 2,000 records. The Position Listing and Allotment Detail report are required to result in less than 2,000 records in order to display.

OK – This will return the user to filter to select additional criteria to lower the number of matches.

II. Administrative Console

The administrative console is where users can perform administrative tasks associated with salary projections. File management and HR Data Load are all supported here.

A. Position File Management

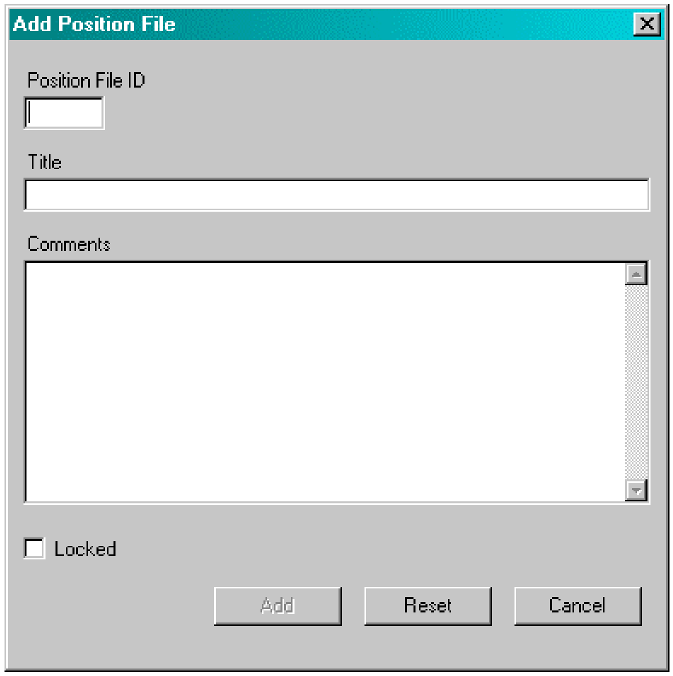
The position detail file is for establishing groups of related positions. Files are used to separate groups per the user's needs. The groups may be used for scenarios, segregation by funding code elements and/or fiscal periods.

The position detail file does not include future projections, only the current or last known salary is recorded in the position detail. Information in the position file includes position number, employee name, coding, etc. Projection files include the detail estimated biennial cost and are described later in this document.

1. Add Position File

Concept – This dialog box is used to establish a new position file code for saving or extracting position information into. Users are required to create a position file prior to loading HR Data from the DOP data warehouse, adding positions, or copying positions.

Access – This screen can by accessed by selecting **Go To / Position / Add Position File** from the menu bar.



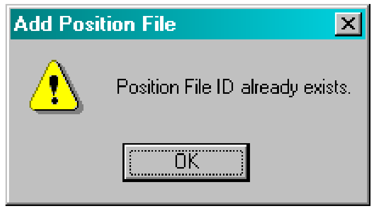
Position File ID – A three-character alpha-numeric field for entering an ID for your position file. All three-characters must be filled with a number or letter and all letters will be displayed in upper case. This field is required before the position file can be added/saved.

Title – A 35-character title for identifying your position file. The title may contain any combination of numeric, alpha, or special characters. This field is required to contain at least one character before the position file can be added/saved.

Comments – A 1,000-character field available to record comments or notes regarding the position file. Alternatively, comments can be added or edited in the **Update/Delete Position File** screen. This field is optional.

Locked – A user can check the box prior to adding/saving the position file to implement both a budget operations and an owner lock on the file. An owner lock will prohibit edit access users who are not the owner (the creator by default) from making changes to the position file. The operations lock will prevent all edit access users from making changes to the file. No files with either operations or owner locks may be deleted without first unlocking the file. Alternatively, Budget Operations and Owner Locks can be set or cleared in the **Update/Delete Position File** screen. This field is optional.

Add – This button will become enabled once the required information of a three-character Position File ID and a Title have been entered. Clicking this button will save the requested position file information to the database after verifying there are no errors. The system will display a message to the user if the ID has previously been used for a position file.



OK – Returns the user to the **Add Position File** screen without saving changes.

Reset – This button will clear all fields of the Add Position File screen. No position file information will be saved to the database. The Add Position File dialog box will stay open.

Cancel – This button will close the Add Position File dialog box while discarding any requested changes or information. No position file information will be saved to the database.

2. Update/Delete Position Files

Concept **-** The Update/Delete Position File tab allows users to update position file information or delete entire position files. All unsaved changes are displayed in blue text.

Access – This screen can by accessed by selecting **Go To / Position / Update/Delete Position Files** from the menu bar.

Tool Bar Icons

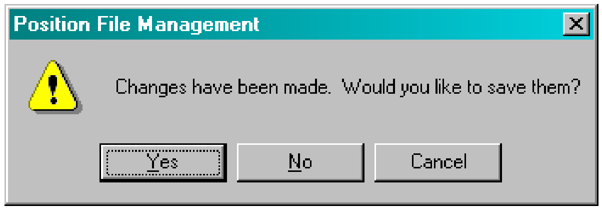
Save – Saves all position file changes to the database. This icon is not available unless there are unsaved changes on the file.

Undo – Cancels all unsaved changes. This icon is not available unless there are unsaved changes on the file.

Screen Notes:

1. Blue cells are not updateable.
2. Double-clicking on a non-editable (blue) cell or row header will open the selected file to the **Position Listing** screen.
3. Only one file may be selected at a time.
4. Any column can sort the list by clicking on the column heading. A second click on the column heading will toggle the sort of that column between ascending and descending. A small arrow icon will appear in the column heading to demonstrate the current sort. The list is sorted by position file ID in descending order by default.

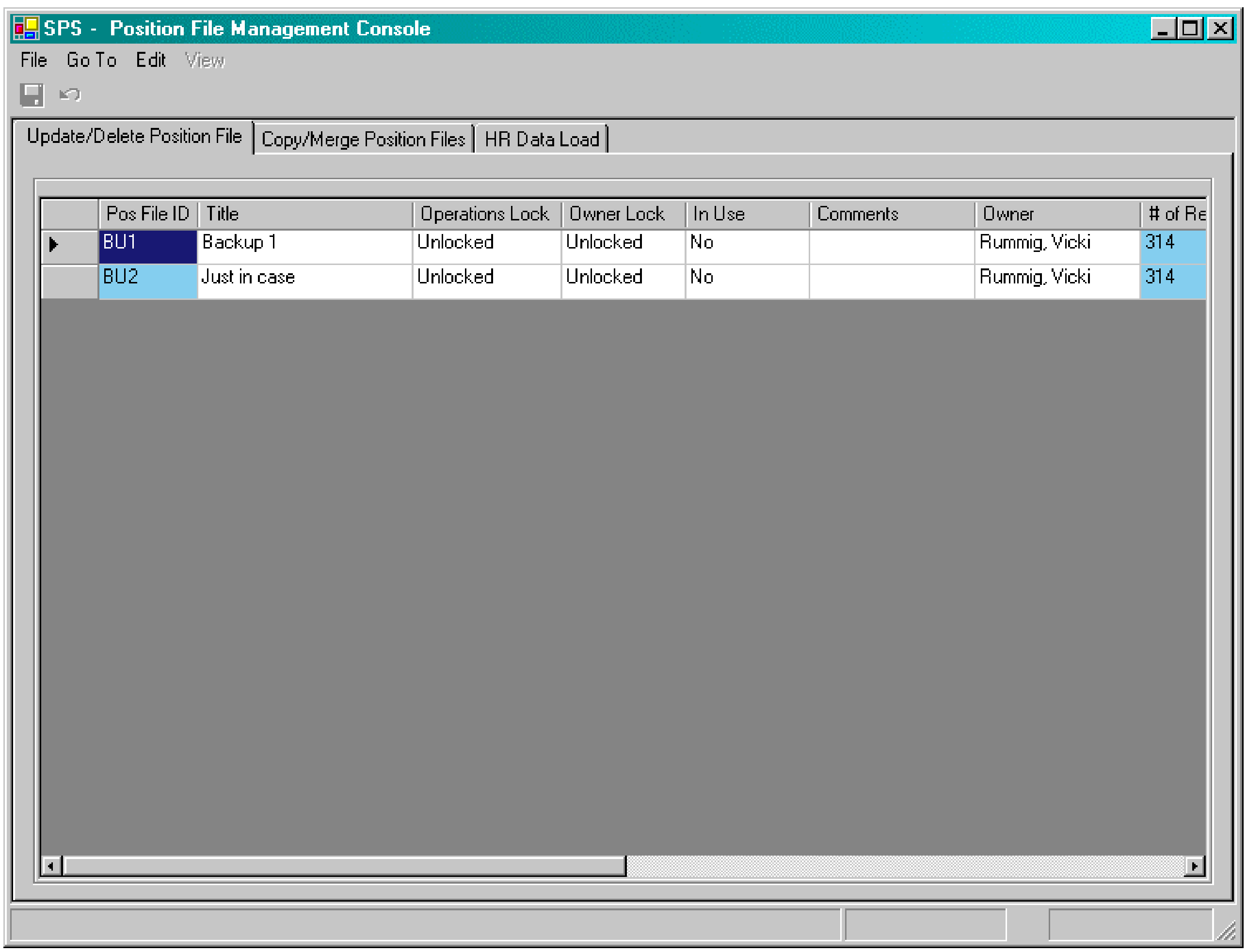
5. To Delete a File – Select the position file row for deletion then selected Edit / Delete Selected Row(s). To complete the delete, select to Save.
6. If there are pending changes, users will be prompted when navigating to a different screen.



Yes – Will save pending changes to the database and take the user to the selected screen.

No – Proceeds to the selected screen without saving any pending changes. Any pending changes will be lost.

Cancel – Returns the user to the last screen where they can review pending changes.



File Id – A three-character alpha-numeric file ID as assigned in the **Add Position File** screen. Once a file ID is entered, it cannot be changed.

Title – A 35-character title for the position detail file as assigned in the **Add Position File** screen. The title can be as defined by lock rules (see below).

Operations Lock – Allows a budget operations person to lock a position file. A dropdown box provides either "Locked" or "Unlocked" lock options. Once a file is "locked" anybody may view the file details, but only the budget operations users may make changes. Edit Access users are prohibited from saving changes. "Locked" files can be copied and the resulting file will not be locked. Locked files may not be deleted.

Owner Lock – Allows the owner of a position file to lock the position file. A dropdown box provides either "Locked" or "Unlocked" lock options. Once a file is "locked" anybody may view the file details, but only the owner or budget operations users may make changes. Edit Access users who are not the owners are prohibited from saving changes. Any Budget Operations user may make and save changes to the file. "Locked" files can be copied and the resulting file will not be locked. Locked files may be not be deleted.

In Use – This field indicates where the position file appears to be "in use" by another user. The indication may be false if the users session was abruptly ended or has been dormant for some time. Files that are "in use" are not available to others. This dropdown field allows Budget Operations users to change an "In Use" status to "No" to free up the file for further use. Users should ensure the file is truly not "in use" before changing the status to "no" as errors may occur if two users are accessing the same file.

Comment – A 1,000-characters text field for users to record comments/notes regarding the position detail file. This is an optional field.

Owner – Indicates the name of the file originator. This person will have status equal to budget operations for this file. Budget Operations users my change the owner of a file. All agency users with SPS access are listed in the dropdown list box.

Number of Records – The number of position records contained in the position file. This number reflects all records including double-fills, terminations, future planned positions, etc.

Extract Date - The date of the HR Data load applied to the position file. If the file is the result of a copy from another file, the extract date will copy copied with the file.

Last Edited Date – The date the position file was last updated. This may mean when the file was created, an HR Data Load was complete, position records were update, or position records were added or deleted.

Last Edited By **–** The person who last saved a change to the position file.

3. Copy/Merge Position Files

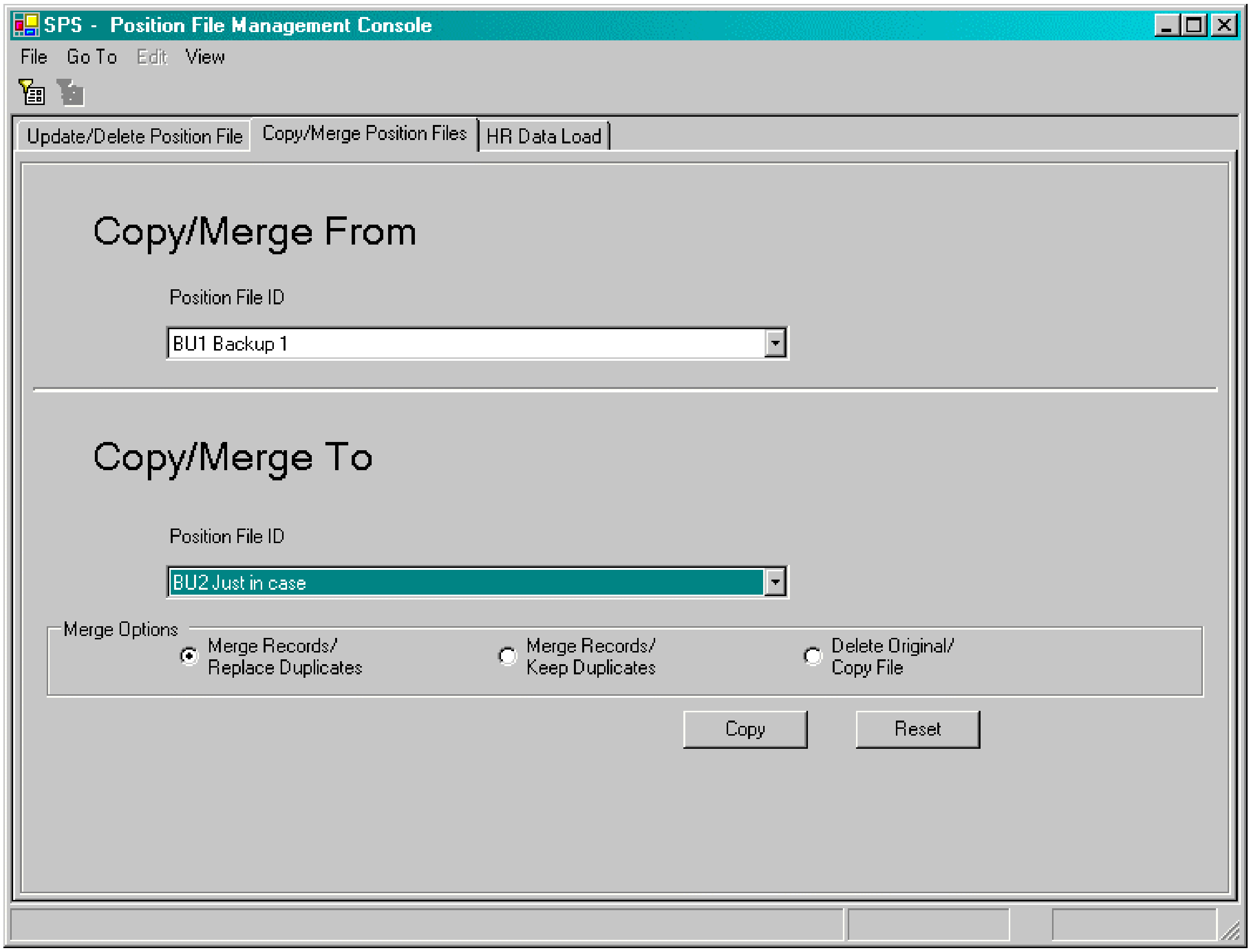
Concept – Allows user to copy or append position detail records to a new position file. Functionality is built in to the Copy/Merge to provide options when records exist in the Copy To position file and/or when a filter is in effect to give the greatest flexibility to the user.

Access – This screen can by accessed by selecting **Go To / Position / Copy/Merge Position Files** from the menu bar.

Tool Bar Icons –

Filter – Brings up the **Filter** to allow the user to filter data to include in the copy. This icon is always available.

Clear Filter – This button will clear all selections from the filter. This icon is only available if there is a filter in effect.



Copy/Merge From

Position File ID – This dropdown list will display position files with data. Users can to shortcut to a particular file in the list by typing the first character of the file ID. The combo box will display ID and title.

Copy To

Position File ID – A combo box listing available position files by ID and title for the user to select a file to copy data to. Users can shortcut to a particular file by typing the first character of the ID. Files that are "In Use" or not editable by the user (e.g., Operations lock in effect and the user is Edit Access) are not displayed.

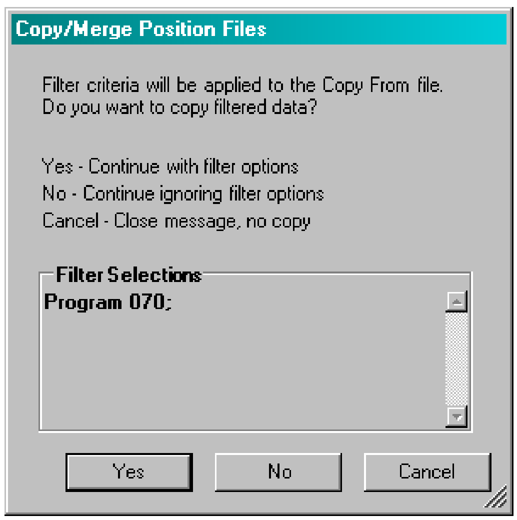
Merge Records/Replace Duplicates – This option is available when the Copy To position file has records. By checking this option, records from the Copy From file will be appended to positions in the Copy To file. However, if a duplicate record exists in both files (same person, position number, and start date) the Copy From instance will replace the Copy To. Use this option when the Copy From file contains more accurate data.

Merge Records/Keep Duplicates - This option is available when the Copy To position file has records. By checking this option, records from the Copy From file will be appended to positions in the Copy To file. However, if a duplicate record exists in both files (same person, position number, and start date) the Copy From instance will be ignored and the Copy To instance will remain. Use this option when the Copy To file contains more accurate data.

Delete Original/Copy File – This option will delete the Copy To records and then copy in the Copy From records.

If data exists in the Copy To file, one of Merge Records/Replace Duplicates, Merge Records/Keep Duplicates, or Delete Original/Copy File must be selected. Merge Records/Replace Duplicates is the default selection.

Copy – This button will initiate the copy. Once the copy is complete a message will be displayed in the status bar. If there is a current filter in place, the system will prompt the user for the desired action.



Yes – Will proceed with the copy, copying only records that match filter selections.

No – Will proceed with the copy ignoring the filter selection, copying all records from the Copy To file.

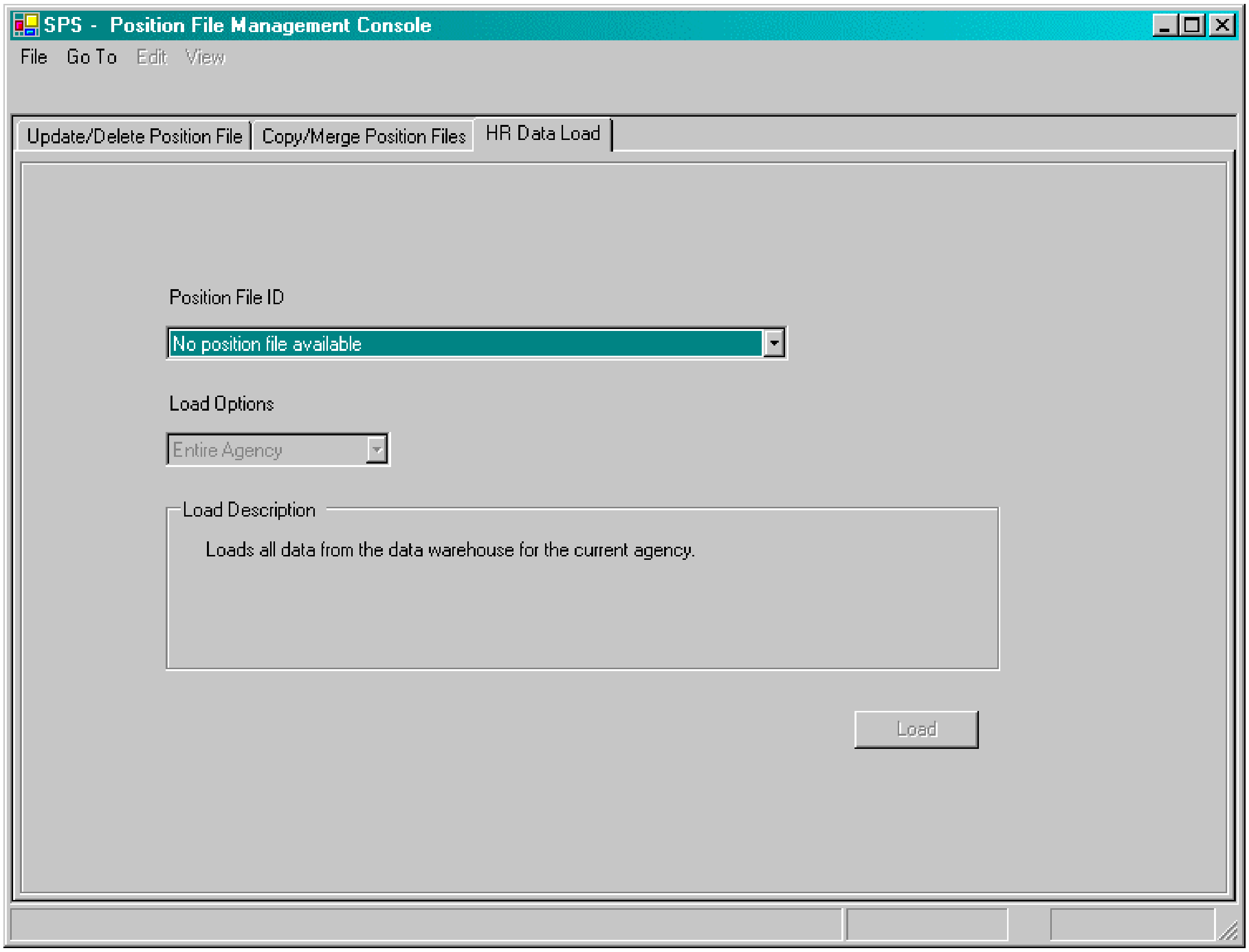
Cancel – Will cancel the copy and return the user to the Copy/Merge Position File

Reset – Resets the Copy To position file ID to blank.

B. *HR Data Load*

Concept – This screen is used to request a load from the SPS copy of the HR Data warehouse. Data loaded from here represents two-day old data from the PAY1 system. Users can only load data to an empty position file. All data for the agency, filled, vacant, and abolished positions not deleted from PAY1 will all be included in the download. SPS also performs an edit check to verify the validity of the data and marks records invalid (also referred to as exception records) as appropriate. See **Appendix 1 – HR Data Load Errors & Remedies** for a list of potential errors.

Access – This screen can by accessed by selecting **Go To / HR Data Load** from the menu bar.



Position File ID – This dropdown list box contains a list of all position files in the agency that do not have position records. If there are no empty position file, “No position file available” will be displayed instead.

Load Options – This field is currently not active as the only option available is an entire agency load. The field is a placeholder for future planned load options.

Load Description – Text is displayed to give information on the load option selectd.

Load – This button will initiate the load into the selected file. This button is not available if an empty position file is not selected. Once clicked, the position file will be filled with position records from the SPS copy of the HR Data Warehouse. Once the load is complete, the screen will refresh to ensure the file just loaded will disappear off the list.

III. Position Console

A. Position Listing

1. Position Listing

Concept – This screen provides a listing of all positions or a filtered list of positions in a position file. The screen can be sorted in ascending or descending order for any of the columns displayed. View options and the position **Filter** provide the greatest flexibility in determining the positions that should displayed in the list.

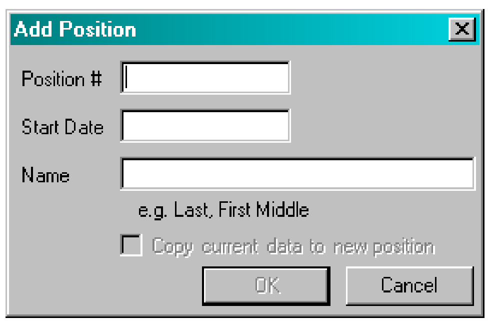
Access – This screen can by accessed by selecting **Go To / Position / Position Listing** from the menu bar.

Tool Bar Icons

Save – Saves changes to the position file. From the position listing screen, the only changes that can be saved are the deletion of positions. This button is only available when there are unsaved changes.

Cancel Changes – Cancel any pending changes without making changes to the database. This button is only available when there are unsaved changes.

Add new position… - Opens the Add Position Dialog Box



Position Number – A five-character field for entering a position number. Note that most positions have position numbers that are four-characters long. At a minimum, one-character must be presented.

Start Date – A date field used to enter the start date for the position. This date will be indicated on the tab of the **Position Detail Screen**.

Name – A 35-character text field for user to enter a name for the employee. The example of Last, First Middle is displayed to encourage the user to use the same naming convention as employees loaded from the HR Data Warehouse.

Copy current data to new position – This option is not available from the Position Listing screen. See the **Position Detail Screen** for further information.

OK – This button becomes enabled after all of the required fields (position number, start date, and name) have been completed. Clicking the button will add the position to the database. Newly added positions are marked as exception records by default since information necessary to projecting a salary (salary, account coding, etc.) are not available.

Cancel – The button will close the Add Position dialog box returning the user to the Position Listing without making changes to the database.

Delete Selected Positions – Removes the selected position from the listing. The position is not permanently.

Set Filter… - Brings up the **Filter** dialog box for the user to apply a filter to the list of positions.

Clear Filter – Clears the current filter in effect. This option is only available if there are filter criteria in place.

Find… – This button brings up a dialog box where the user can select a position number and/or employee name to quickly locate a record.

Position # – This dropdown list displays all position number found in the currently filtered (or unfiltered) displayed positions. Alternatively, the user can select a Name first, in which case only position number(s) that match the name will be available in the dropdown list.

Name – This dropdown list displays the names of all employees or “Vacant” for vacant positions found in the currently filtered (or unfiltered) displayed positions. If Position # was selected, the list of names will be narrowed down to those names that match the selected position number.

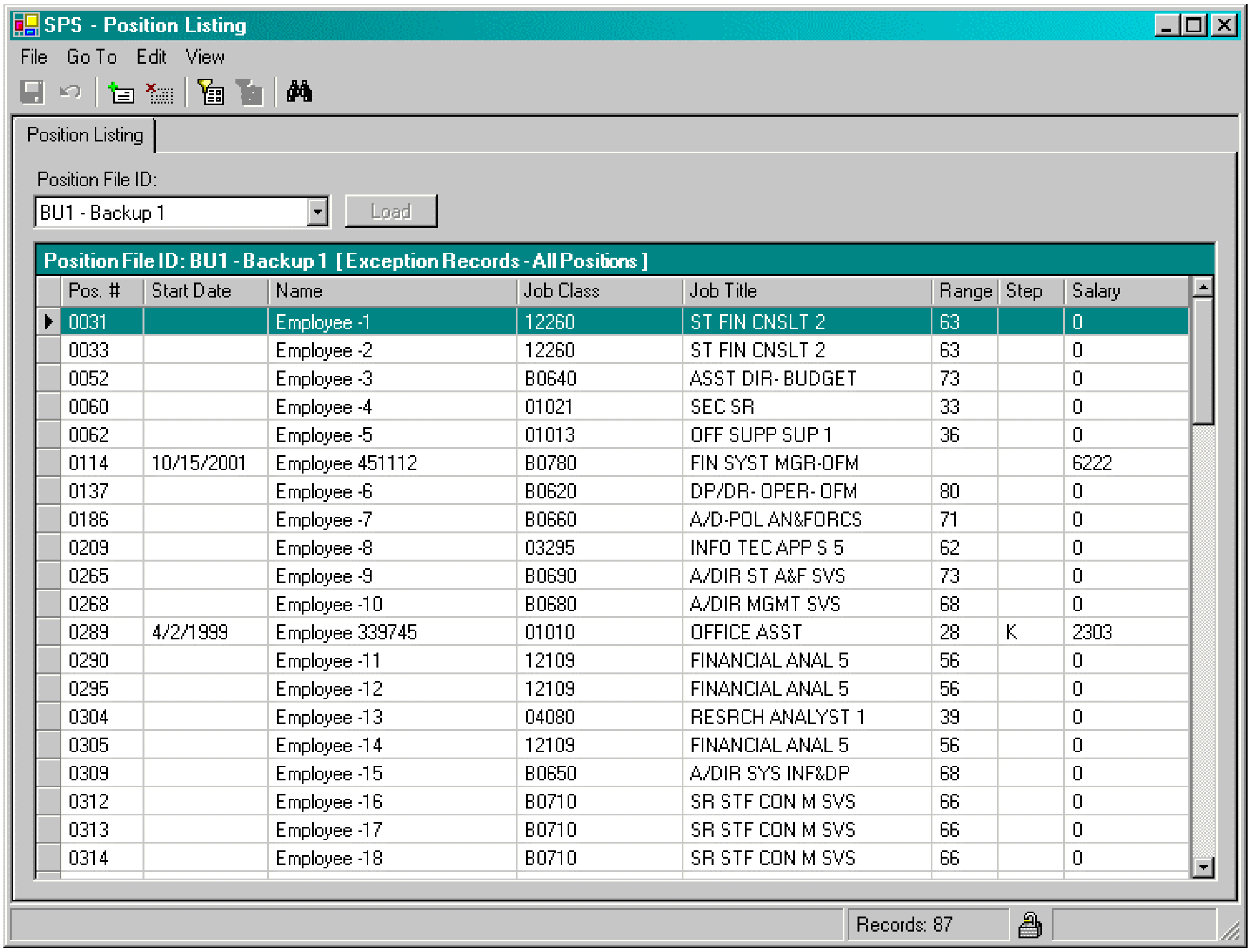
OK – The system will search for the first instance of position matching the “find” criteria displayed here and highlight that record on the Position Listing screen.

Cancel – This button will close the Find dialog box, returning to the Position Listing screen without selecting a new record.

Screen Notes

1. The title bar will display information including the Position File ID, title, and the type of position records that are displayed.
2. The status bar indicates information such as the number of records displayed, if the position file is locked (as indicated by the padlock icon), and any system messages to the user.
3. The list can be sorted on any field by clicking on the column heading. Second and subsequent clicks will toggle between ascending and descending order.

4. The **Position Detail Screen** for a position can be opened by double clicking within the list.
5. A separate line will be displayed for each instance of Position Number, Name, and Start Date. For example, a person with a future in-training entered in SPS will show on more than one line.
6. Position detail cannot be changed on the position listing screen. Users must make changes to a position in the **Position Detail Screen**.
7. Exception and Valid records can only be looked at exclusively. There is no way to get an on-line listing of both Exception and Valid positions. The **Position Listing** report will contain both valid and invalid records.
8. Multiple view options are available:
    a. All Positions – Displays all positions for the current set filter within the selection of Exception or Valid Record.
    b. Multi-Filled Positions – Displays all positions where more than one person is assigned to one position number. If one instance of the position is valid, and the other is invalid, the two instances will not show up on the same screen as the valid and exception view options are mutually exclusive.
    c. Current Appointments – Displays all positions that have active appointments as of the current date within the selection of Exception or Valid Record. This means that the start date is prior to today and the end date is blank or in the future.
    d. Future Appointments – Displays all positions that have a start date in the future within the selection of Exception or Valid Record.
    e. Exception Records – One of two options (other is Valid Records) available to allow the user to toggle between viewing records flagged as exceptions (or invalid) and valid records. By default, exceptions records are always displayed when loading a position list unless no exception records exist in the view/filter selected.
    f. Valid Records - One of two options (other is Exception Records) available to allow the user to toggle between viewing records flagged as exceptions (or invalid) and valid records.



Pos. #	Start Date	Name	Job Class	Job Title	Range	Step	Salary
0031		Employee -1	12260	ST FIN CNSLT 2	63		0
0033		Employee -2	12260	ST FIN CNSLT 2	63		0
0052		Employee -3	B0640	ASST DIR- BUDGET	73		0
0060		Employee -4	01021	SEC SR	33		0
0062		Employee -5	01013	OFF SUPP SUP 1	36		0
0114	10/15/2001	Employee 451112	B0780	FIN SYST MGR-OFM			6222
0137		Employee -6	B0620	DP/DR- OPER- OFM	80		0
0186		Employee -7	B0660	A/D-POL AN&FORCS	71		0
0209		Employee -8	03295	INFO TEC APP S 5	62		0
0265		Employee -9	B0690	A/DIR ST A&F SVS	73		0
0268		Employee -10	B0680	A/DIR MGMT SVS	68		0
0289	4/2/1999	Employee 339745	01010	OFFICE ASST	28	K	2303
0290		Employee -11	12109	FINANCIAL ANAL 5	56		0
0295		Employee -12	12109	FINANCIAL ANAL 5	56		0
0304		Employee -13	04080	RESRCH ANALYST 1	39		0
0305		Employee -14	12109	FINANCIAL ANAL 5	56		0
0309		Employee -15	B0650	A/DIR SYS INF&DP	68		0
0312		Employee -16	B0710	SR STF CON M SVS	66		0
0313		Employee -17	B0710	SR STF CON M SVS	66		0
0314		Employee -18	B0710	SR STF CON M SVS	66		0

Pos. # - The position number for the position. Five-characters are available for the position number although most position numbers are four-characters long.

Start Date – The date the position projection will start or started. This may also be called the effective date. This is based on the Appointment Date from PAY1 on an HR Data Load. The Start Date is depicted on the **Position Detail Screen** by the date on the tab. A blank start date indicates a vacant position and no projection will calculated.

Name – The name on the position record. This name is based on the employee name as found in the appointment data in PAY1 (names have been removed from sample screens in this document). A vacant position will not load a name automatically although users can update a name in the **Position Detail Screen**. PAY1 names only contain 16-characters so that is all that is available for loading from the HR Data Warehouse. However, SPS can accommodate names up to 35-characters.

Job Class – The job class code for the position. The job class code is based on the job class as found in the position data in PAY1. This code will drive the job class title, salary range, and risk class used in SPS.

Job Title – The Job Class short title for the indicated job class as defined by DOP.

Range – The salary range associated with the job class. If the position receives special pay, the special pay range for the job class will be used. If the position is Y-rated the range is ignored and the user can enter any salary on the **Position Detail Screen**. The salary range is blank for those positions exempt from the State Salary Schedule (exempt, WMS, EMS, etc.)

Step – The salary step associated with the person/position. This step gets loaded from the HR Data Warehouse appointment data. The salary step is blank for positions without an appointment and those positions exempt from the State Salary Schedule (exempt, WMS, EMS, etc.)

Salary – The current salary for the position record. This salary gets loaded from the HR Data Warehouse appointment data. Salary is looked up from the state salary schedule to ensure validity if there is a range and step for the position and marked as an exception record if the salary does not match. WMS and EMS position salaries will be checked against to ensure the listed salaries are within the minimum and maximum salaries for the band. All other exempt and Y-rated position may have any salary.

B. Position Detail

1. Position Detail Screen

Concept – This screen is used to display and update the particulars of a specific position/person combination. Tabs help to distinguish between major differences of a person/position combination such as when needing to record an in-training plan to accurately project changes in salary. Each tab represents one "effective date". The position number and name are displayed above the tab set to indicate the tab set belongs to one person/position.

Access – This screen can by accessed by selecting **Go To / Position / Add Position File** from the menu bar and double clicking to open a specific position.

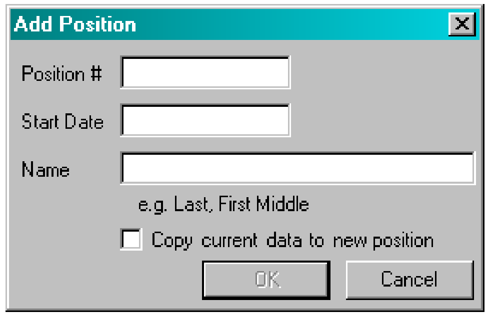
Tool Bar Icons

Back to Position Listing – Returns the user to the **Position Listing** screen, closing the Position Detail screen.

Save – Saves changes. This button is only available if there are unsaved changes for the position.

Cancel Changes – Cancels all unsaved changes returning the screen to it's last saved state.

Add new position… - Opens the Add Position Dialog Box



Position Number – A five-character field for entering a position number. Note that most positions have position numbers that are four-characters long. At a minimum, one-character must be presented.

Start Date – A date field used to enter the start date for the position. This date will be indicated on the tab of the **Position Detail Screen**.

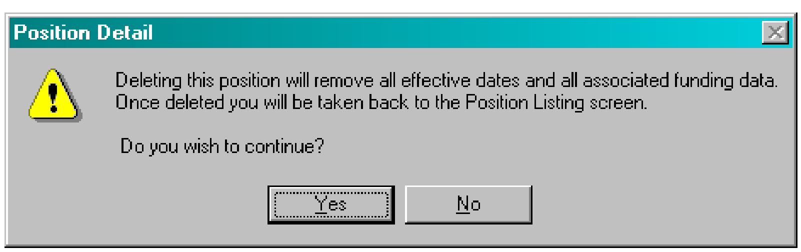
Name – A 35-character text field for user to enter a name for the employee. The example of Last, First Middle is displayed to encourage the user to use the same naming convention as employees loaded from the HR Data Warehouse.

Copy current data to new position – Checking to select this option will copy all data from the currently opened position into the newly created position.

OK – This button becomes enabled after all of the required fields (position number, start date, and name) have been completed. Clicking the button will add the position to the database. Newly added positions are marked as exception records by default since information necessary to projecting a salary (salary, account coding, etc.) are not available.

Cancel – The button will close the Add Position dialog box returning the user to the Position Listing without making changes to the database.

Delete Position (All Tabs) – Selecting this icon will initiate a deletion for all records related to the position number and person of the current position. A dialog box is provided to the user to confirm deletion of the position(s).



Yes – Deletes all positions as indicated and returns the user to the **Position Listing** screen. Deletion is immediate.

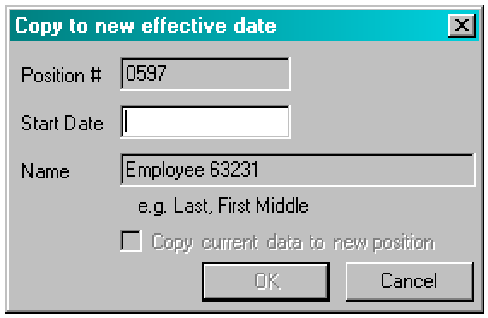
No – Returns the user to the **Position Detail Screen** without deleting any records.

Add Fund – Inserts a line into the fund grid of the **Position Detail Screen** to allow the user to record additional lines of coding for the positions.

Deleted Selected Fund(s) – Selected rows of the fund grid are deleted, removing that associated funding from the record. This icon is only available if an entire fund grid row is selected (click row header to selected entire row).

Update Position Number & Name – This option will open up the Position Number and Name fields above the effective date tabs for editing.

Copy to New Effective Date – This option will present a dialog box to the user to indicate a date for planned change for the position. This date assumes a change to the position that is not a change to the employee or position number.



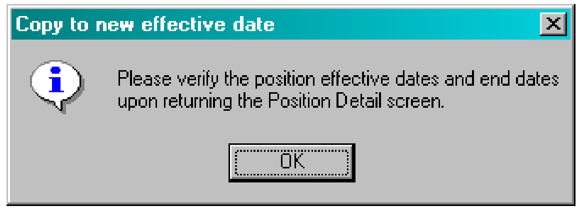
Position # - Position number associated with the position open when Copy to New Effective Date was selected. The position number cannot be changed here.

Start Date – The user enters a date in date format (MM/DD/YYYY) for the planned changed to the position / person. The date may be present, past, or future.

Name – Name associated with the position open when Copy to New Effective Date was selected. The Name cannot be changed here.

Copy current data to a new position – This option is not available as it is assumed that the information from the first tab will be copied to the new effective date.

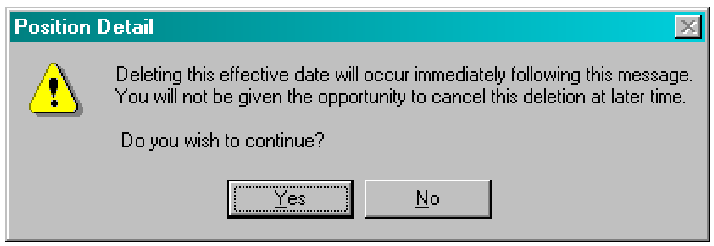
OK – Clicking OK will result in the creation of a new tab for the currently selected position number / person. Each tab for each position number / person indicates a new effective date for a change for that person in that position number. This button is enabled after a valid Start Date has been entered. When a new tab is created, the previous tab will be filled with an End Date of the day prior to the indicated effective date here. A message to the user warns that they should verify the end and start dates are correct.



<u>OK</u> – Adds the new tab and completes the process returning the user to the newly created tab.

<u>Cancel</u> – Closes the Copy to New Effective Date dialog box without adding or changing position data. The user is returned to the **Position Detail Screen** for of the last viewed position.

Delete Selected Effective Date (Tab) – This option will delete just the current instance (effective date [tab]) of the accessed position.



<u>Yes</u> – Will delete the selected tab of the current position immediately. The user will be returned to the next tab of the selected position or to the **Position Listing** screen if no other tabs are available.

<u>No</u> – Returns the user to the **Position Detail Screen** without deleting or changing data of the current position.

Find… – This button brings up a dialog box where the user can select a position number and/or employee name to quickly locate a record.

<u>Position #</u> – This dropdown list displays all position number found in the currently filtered (or unfiltered) displayed positions. Alternatively, the user can select a Name first, in which case only position number(s) that match the name will be available in the dropdown list.

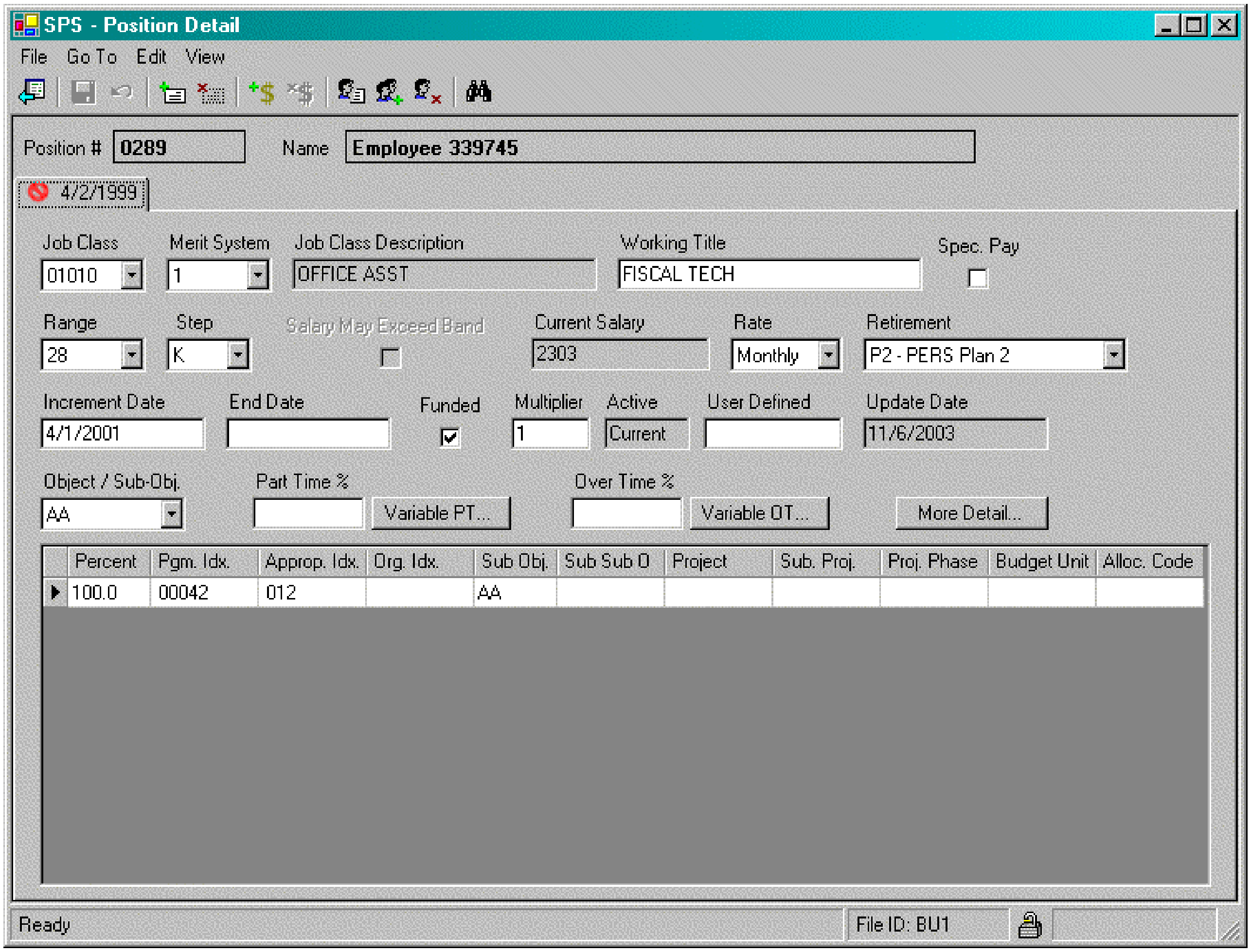
<u>Name</u> – This dropdown list displays the names of all employees or “Vacant” for vacant positions found in the currently filtered (or unfiltered) displayed positions. If Position # was selected, the list of names will be narrowed down to those names that match the selected position number.

OK – The system will search for the first instance of position matching the “find” criteria displayed here and highlight that record on the Position Listing screen.

Cancel – This button will close the Find dialog box, returning to the Position Listing screen without selecting a new record.

Screen Notes

1. Unsaved changes are denoted with blue text. A blue button indicates the dialog box invoke by the button has unsaved changes. Text turns to black once changes have been made. Cancel changes will result in all blue text being reverted to the previously saved value and turned to blue.
2. A red warning icon in the tab label indicates there is invalid data associated with that instance of the position. An “Invalid Data Comment” is available from the More Detail button. After fixing and saving invalid data, the red icon will remain visible until the user closes the position and re-opens.
3. There are minor differences in the screen fields and labels when the position selected is exempt from the state salary schedule. These changes are detailed below.
4. All date fields require a format of MM/DD/YYYY (e.g., 07/01/2003). The date mask is quirky and it may require a backspace or delete of characters. It will add slashes and leading zeros as necessary to match the prescribed format.
5. View the Rates document in the BASS Library / SPS Reference Shelf for information on data looked up for dropdown list boxes. - http://bass.ofm.wa.gov/basspr/library/lookup.pdf
6. Funding row values populating dropdown list boxes are based on codes in AFRS for the Funding Titles Biennium for the position file as determined in the **Update/Delete Position Files** screen.



Position # - The position of the selected record(s). This position number applies to all instances as determined by tabs representing different effective dates. By default, this field cannot be edited. A user is able to open up the field for editing by selecting the Update Position Number & Name option from the tool bar or menu bar. Five-characters are available for the position number although most position numbers are four-characters long.

Name – The name on the position record. This name is based on the employee name as found in the appointment data in PAY1 (names have been removed from sample screens in this document). A vacant position will not load a name automatically although users can update a name. PAY1 names only contain 16-characters so that is all that is available for loading from the HR Data Warehouse. However, SPS can accommodate names up to 35-characters. By default, this field cannot be edited. A user is able to open up the field for editing by selecting the Update Position Number & Name option from the tool bar or menu bar. To be consistent with data from the HR Data Warehouse, users should enter last name first, comma, then last name in all capital letters. There are no system edits requiring this format.

Tab (Start Date or Effective Date) – The date the position projection will start or started. This may also be called the effective date. S PS does prorate partial month calculations. This is based on the Appointment Date from PAY1 on an HR Data Load. The Start Date is depicted on the **Position Detail Screen** by the date on the tab. A blank start date indicates a vacant position and no projection will calculated. This field is not editable. A new tab can be created using the **Edit / Copy to New Effective Date…**option.

Merit System – The Merit System the position is identified with. The Merit System will determine the job classes available for selection as well as valid salary ranges, steps, and salary. A dropdown list box is available for the user to select from a list of valid Merit Systems.

Job Class – The job class code for the position. The job class code is based on the job class as found in the position data in PAY1. This code will drive the job class title, salary range, and risk class used in SPS. The list of Job Classes available in the dropdown list box is limited to job classes valid for the selected Merit System.

Job Class Description – The Job Class short title for the indicated merit system and job class combination as defined by DOP. This description is not editable.

Working Title – A 16-character field available for recording a working title for the position. The WMS Working Title will be used in this field if it exists in the HR Data Warehouse. The working title will print on the **Position Listing** report in place of the Job Class. This field is editable.

Special Pay – This checkbox indicates that the Special Pay range should be used to determine salary for the position. This flag is set with information from the HR Data Warehouse or can be checked by the user. Each job classification has a special pay range associated with it. The check will be ignored if the position is Y-rated or exempt from the state salary schedule.

Range – The salary range associated with the merit system and job class combination. If the position receives special pay, the special pay range for the job class will be used. If the position is Y-rated the range is ignored and the user will be able enter any salary on the **Position Detail Screen**. The salary range is blank for those positions exempt from the State Salary Schedule (exempt, WMS, EMS, etc.) The dropdown list box contains only valid ranges for the merit system and job class combination.

Step – The salary step associated with the person/position. This step gets loaded from the HR Data Warehouse appointment data. The salary step is blank for positions without an appointment and those positions exempt from the State Salary Schedule (exempt, WMS, EMS, etc.) Only steps valid for the indicated Range are available in the dropdown list box.

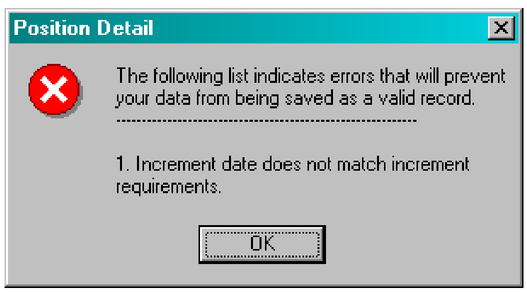
Salary May Exceed Band – A check in this checkbox indicates that the salary may fall outside of DOP band limits for WMS and EMS positions. The field is disabled if the position is not a WMS or EMS position otherwise it is editable.

Current Salary – The current (or last saved) salary for the position record. This salary gets loaded from the HR Data Warehouse appointment data. Salary is looked up from the state salary schedule to ensure validity if there is a range and step for the position and marked as an exception record if the salary does not match. WMS and EMS position salaries will be checked against to ensure the listed salaries are within the minimum and maximum salaries for the band. All other exempt and Y-rated position may have any salary. Salary will get looked up and the current salary will fill the field when a new Range or Step is selected on the Position Detail. The new looked up salary will be saved to the database when the position is saved. Not editable unless position is exempt from the state salary schedule or Y-rated.

Rate - The frequency which to calculate the current salary. This rate is used to determine the projection calculation. Options in this dropdown list box include Monthly, Hourly, and Daily. If the Rate is changed, the salary will automatically update with the calculated salary for the selected rate. Editable

Retirement System – The retirement system associated with the position that will be used to determine the Retirement Benefit calculation. The retirement system is filled from the appointment record on an HR Data Load. The dropdown list box contains a listing of all valid retirement system including an "Other/Does not Apply" option. The "Other/Does not Apply" will result in no retirement benefit being calculated on the projection. Editable

Increment Date (only positions subject to the State Salary Schedule otherwise see Review Date) – The date the position is assumed to be due an incremental salary increase. This date is loaded from the appointment record with the HR Data Load. The date here must be greater than the update or the effective date, yet within the maximum months for the salary range and step (e.g., within 6 months if step A). The system will provide an error message upon trying to save a record that does not meet these rules or records loaded from the HR Data Load will be marked as invalid. If the position is at the highest step found for the salary range, then the date validation will not take place. The system will require that a date be entered.



OK- Returns the user to the **Position Detail Screen**.

Review Date (only positions that are not subject to the State Salary Schedule; otherwise see Increment Date – The WMS Review Date for the appointment will be loaded into this field from the HR Data Load if it exists. This date is editable. A date entered here is informational and will not effect the salary projection calculation.

End Date – The date an instance of a person/position is assumed to end. The salary projection calculation will not calculate costs after this date. SPS does prorate partial month calculations. This field does not get filled from the HR Data Load and it is editable.

Funded – A check in this checkbox indicates that the position is assumed to be funded. Typically this means that the positions are included in the agency allotments. All positions are marked as funded by default from the HR Data Load as the PAY1 system does not have any type of indicator for funded positions. One options of the **Run Projection** for projection calculations is to excluded positions not marked as funded from the projection results. This variable will allow agencies to run projections that exclude non-funded positions for budget and allotment, while allowing them to also run projections that do include non-funded positions to assist with variance projections.

Multiplier – This field allows the user to assign a multiplier to be used when calculation projections. The projection will multiply staff months, salary, and benefits by the multiplier indicated. By default, all positions are created and/or loaded with a multiplier of one. The intent is to allow the user to project on scenarios when full staffing information is not known, but an average salary can be assumed and estimated against. The maximum value allowed is 99,999 and only whole numbers are allowed. This numeric field is editable.

Active – This field indicates the status of the position at the time it is being reviewed. The value of this field is filled based on effective and end dates and is not editable. Three statuses are possible;

- Active – Effective date today or earlier and end date greater than today or blank
- Future – Effective date is greater than today
- Past – The End date is prior to today

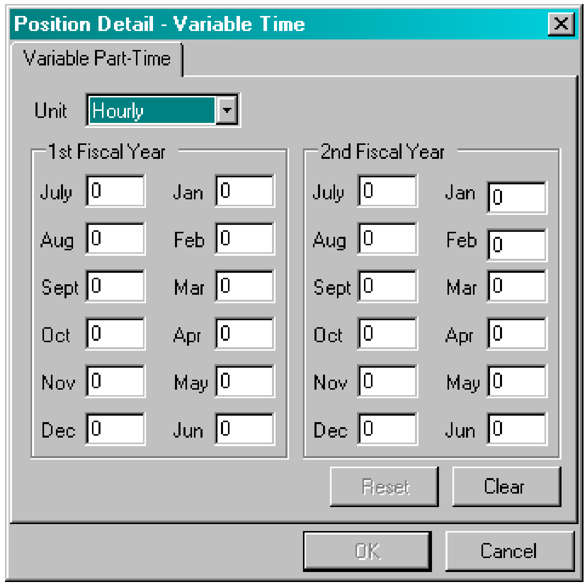
User Defined – This is a 5-character, alphanumeric field that is available for agency use. Agencies may use this field at their own discretion. No value is filled upon an HR Data Load and the field is always editable. **Filter** options exist to allow the user to filter on User Defined data.

Update Date – A date field used to identify the last time the position record was saved. The Update Date will be filled with the Extract Date upon the HR Data Load. The Update Date automatically changes when any change is saved to the position record. This field is not editable.

Object / Sub-Obj. – This indicates the subobject associated with the position. The subobject selected here will be used on all fund-coding lines. Upon the HR Data Load, this field will be filled with the subobject associated with the appointment record unless there is not appointment, then the position record funding from PAY1 will be used. All subobjects valid for salary projection are available in the dropdown list box and user may change selection.

Part Time % - The value of this field is used in the projection calculation to determine staff months, salaries, and benefits associated with the position. The value entered here will be assumed for all months of the projection. Optionally, user may use the Variable Part Time screen to enter variable assumptions for the part-time. One of either the Part Time % or Variable Part Time must contain a value in order to project a position. Positions loaded from the HR Data Load without a Part Time % will be flagged as invalid. This numeric field can contain values to the tenth of a percent (XX.X%) and is editable.

Variable PT (part time) – This button will open up the Variable Part-Time screen to allow the user to enter variable part time assumptions. Users cannot have both Part Time % and Variable Part-Time. The button is only available if the Part Time % is blank.



Unit – The selection here indicates the unit assumption for the values entered in the monthly fields. Options for unit include Hourly (hours), Daily (days), and Percentage. SPS assumes 174 hours in a month, or 22 days in a month to calculate the appropriate staff month, salary, and benefits for the position. Percentage is the percentage of the month.

Monthly fields – 24-monthly fields are available for user to enter the part time assumptions by month for the biennium. The assumptions by first fiscal year and second fiscal year would apply regardless of the biennium selected for projection. The fields are editable numeric fields and allow for one decimal place.

Reset – This button will reset the values to the last saved state.

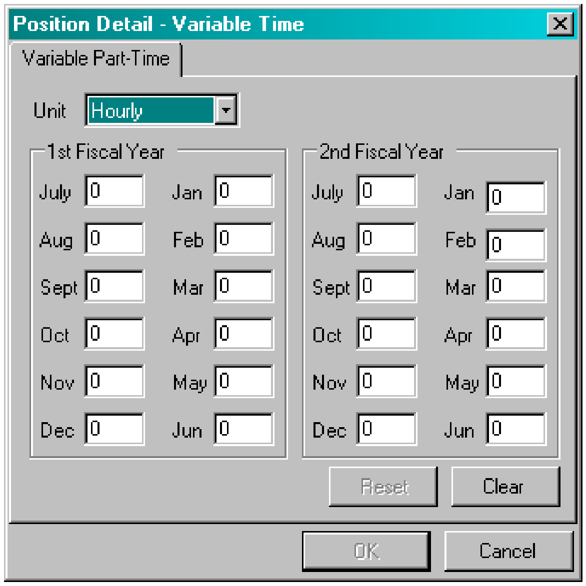
Clear – This button will clear the values from all fields and insert a value of zero.

OK – This button will apply the changes and return the user to the Position Detail screen. The changes are not saved until the Position Detail is saved. The Variable PT… button on the Position Detail screen will have blue font indicating there are unsaved variable part time changes.

Cancel – This button will close the variable part time screen returning the user to the Position Detail screen without applying any changes made. The Variable PT… button will remain black indicating there are not unsaved changes.

Over Time % - The value of this field is used in the projection calculation to determine staff months, salaries, and benefits associated with overtime for the position. Salaries as a result of overtime are recorded to subobject AU. The value entered here will be assumed for all months of the projection. Optionally, user may use the Variable Over Time screen to enter variable assumptions for the overtime. This numeric field can contain values to the tenth of a percent (XX.X%) and is editable.

Variable OT (overtime) – This button will open up the Variable Overtime screen to allow the user to enter variable overtime assumptions. Variable overtime will take precedence if both Overtime Time % and Variable overtime exist.



Unit – The selection here indicates the unit assumption for the values entered in the monthly fields. Options for unit include Hourly (hours) and Percentage. SPS assumes 174 hours in a month to calculate the appropriate staff month, salary, and benefits for the position. Percentage is the percentage in excess of standard time each month.

Monthly fields – 24-monthly fields are available for user to enter the overtime assumptions by month for the biennium. The assumptions by first fiscal year and second fiscal year would apply regardless of the biennium selected for projection. The fields are editable numeric fields and allow for one decimal place.

Reset – This button will reset the values to the last saved state.

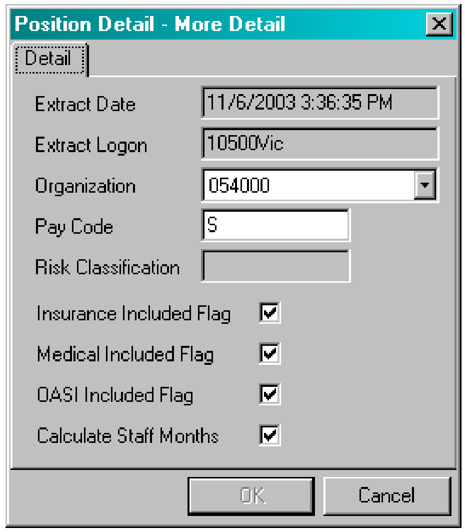
Clear – This button will clear the values from all fields and insert a value of zero.

OK – This button will apply the changes and return the user to the Position Detail screen. The changes are not saved until the Position Detail is saved. The Variable OT… button on the Position Detail screen will have blue font indicating there are unsaved variable overtime changes.

Cancel – This button will close the variable part time screen returning the user to the Position Detail screen without applying any changes made. The Variable OT… button will remain black indicating there are not unsaved changes.

More Detail – This button opens up a dialog box that contains additional information on the position.

Detail Tab



Extract Date – This field denotes the date and time that the position was pulled in from an HR Data Load initially. This field is not editable.

Extract Logon – This field denotes the user ID of the user who requested the HR Data Load. This field is not editable.

Organization – This field represent the payroll organization for the position. This organization does not relates to any component of the Org Index or any other account fund coding. The dropdown list box provides a list of all Organization codes used in the position file. Users may select any code within the list to edit.

Risk Classification – This field is intended to display the Risk Class code identified with the job classification. Currently this field is always displayed as blank. The salary projection does take into account the proper risk classification and projects industrial benefits based on the rates associated with the indicated Risk Class. This field is not editable.

Insurance Included Flag – A check in this checkbox indicates that Medical Insurance should be calculated when running a projection on the position. This box defaults as check for all newly added and positions resulting from an HR Data Load except positions marked as vacant on the data load. The user can check or uncheck this flag as appropriate to calculate medical insurance or not.

Medical Included Flag - A check in this checkbox indicates that Industrial Insurance should be calculated when running a projection on the position. This box defaults as check for all newly added and positions resulting from an HR Data Load except positions marked as vacant on the data load. The user can check or uncheck this flag as appropriate to calculate industrial insurance or not. Industrial insurance includes Labor & Industries contributions and insurance through the Accident Fund, Medical Aid Fund, and Supplemental Pension Fund.

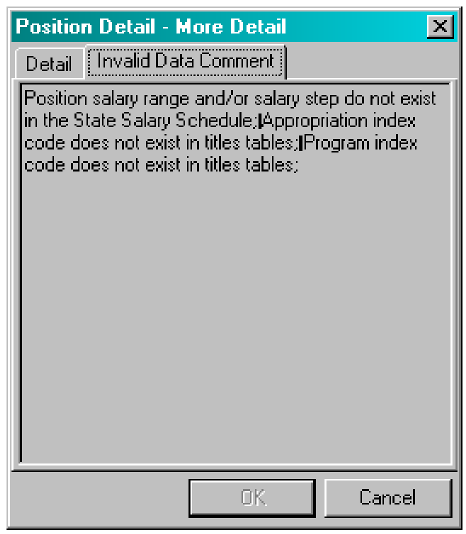
OASI Included Flag - A check in this checkbox indicates that OASI and Medicaid should be calculated when running a projection on the position. This box defaults as checked for all newly added and positions resulting from an HR Data Load. The user can check or uncheck this flag as appropriate to calculate OASI and Medicaid or not.

Calculate Staff Month - A check in this checkbox indicates that staff months should be calculated when running a projection on the position. This box defaults as check for all newly added and positions resulting from an HR Data Load. The user can check or uncheck this flag as appropriate to calculate staff months or not.

OK – This button will apply any changes and close the dialog box. The More Detail button will remain with blue font indicating that there are unsaved changes on the screen. Changes are not saved until the Position Detail is saved for the position. This button is not available if there are no changes to the screen.

Cancel – This button will close the dialog box ignoring any changes made to the screen. If there have been no changes made, the dialog box will simply close returning the user to the Position Detail screen.

Invalid Data Comment - This tab is only available for positions marked as invalid. Once errors have been cleared the tab will disappear.



Invalid Data Comment – This text area will present a series of message to the user indicating which fields are resulting in invalid data. A complete list of invalid data comments and suggested remedies can be found in **Appendix 1 – HR Data Load Errors & Remedies**.

OK – This button will apply any changes from either the Detail or Invalid Data Comment tabs and close the dialog box. The More Detail button will remain with blue font indicating that there are unsaved changes on the screen. Changes are not saved until the Position Detail is saved for the position. This button is not available if there are no changes to the screen.

Cancel – This button will close the dialog box ignoring any changes made to the screen. If there have been no changes made, the dialog box will simply close returning the user to the Position Detail screen.

Funding Grid – The bottom part of the Position Detail screen where position account code information is recorded. Users can add or delete fund rows using the Tool Bar icons or Edit options in the menu bar. The Position Detail screen cannot be saved unless the total proration Percent of all rows is 100.0%. Users can select a fund row by clicking in the row heading (gray area to the left of Percent).

Percent – Indicates the percent of staff months, salaries, and benefit that should be applied to the funding indicated in the row. The total of all rows must be 100.0% or the user will not be able to save the position record. This field allows editing of percent to the tenth percent (XXX.X%).

Program Index – Indicates the program index associated with the selected funding row or blank if none. One of Program Index, Org Index, or Appropriation Index must be entered in order for the user to save. The dropdown list box presents a list of all valid program indexes for the Funding Titles Biennium used for the position file as determined in the **Update/Delete Position Files** screen. Funding rows may be edited to include any valid program index. The program index is used to determine the program, sub program, activity, sub activity, and task associated with the funding row. These elements will be assumed in the Filter and Reporting.

Appropriation Index – Indicates the appropriation index associated with the selected funding row or blank if none. One of Program Index, Org Index, or Appropriation Index must be entered in order for the user to save. The dropdown list box presents a list of all valid appropriation indexes for the Funding Titles Biennium used for the position file as determined in the **Update/Delete Position Files** screen. Funding rows may be edited to include any valid appropriation index. The appropriation index is used to determine the fund and appropriation type associated with the funding row. These elements will be assumed in the Filter and Reporting.

Org. Index – Indicates the org. index associated with the selected funding row or blank if none. One of Program Index, Org Index, or Appropriation Index must be entered in order for the user to save. The dropdown list box presents a list of all valid org indexes for the Funding Titles Biennium used for the position file as determined in the **Update/Delete Position Files** screen. Funding rows may be edited to include any org index. The org index is used to determine the division, branch, unit, section, and cost center associated with the funding row. These elements will be assumed in the Filter and Reporting.

Sub Obj. – Indicates the sub object associated with the position record. This value is set in the Object / Sub-Obj. field above the funding grid within the position. The sub object selected here will populate all rows of the funding grid as each position can only have one sub object associated with it. This field is not editable in the funding grid.

Sub Sub Obj. – Indicates the sub sub object associated with the funding row or blank if none. The dropdown list box presents a list of all valid sub sub objects for the Funding Titles Biennium based on the sub object used for the position file as determined in the **Update/Delete Position Files** screen. Funding rows may be edited to include any valid sub sub object.

Project – Indicates the projectassociated with the funding row or blank if none. The dropdown list box presents a list of all valid projects for the Funding Titles Biennium for the position file as determined in the **Update/Delete Position Files** screen. Funding rows may be edited to include any valid project.

Sub. Proj. – Indicates the sub project associated with the funding row or blank if none. The dropdown list box presents a list of all valid sub projects for the Funding Titles Biennium based on the project used for the position file as determined in the **Update/Delete Position Files** screen.   Funding rows may be edited to include any valid sub project.

Project Phase - Indicates the project phase associated with the funding row or blank if none. The dropdown list box presents a list of all valid project phases for the Funding Titles Biennium based on the sub project used for the position file as determined in the **Update/Delete Position Files** screen.   Funding rows may be edited to include any valid project phase.

Alloc. Code - Indicates the allocation code associated with the funding row or blank if none. The dropdown list box presents a list of all valid allocation codes for the Funding Titles Biennium based on the sub project used for the position file as determined in the **Update/Delete Position Files** screen.   Funding rows may be edited to include any valid allocation code.

IV. Projection Console

Concept – The projection console is where projections are built, created, and saved. Projection data is saved at a very finite level of detail to facilitate reporting that can include or excludes various aspects of the projection.

A. Parameter Selections

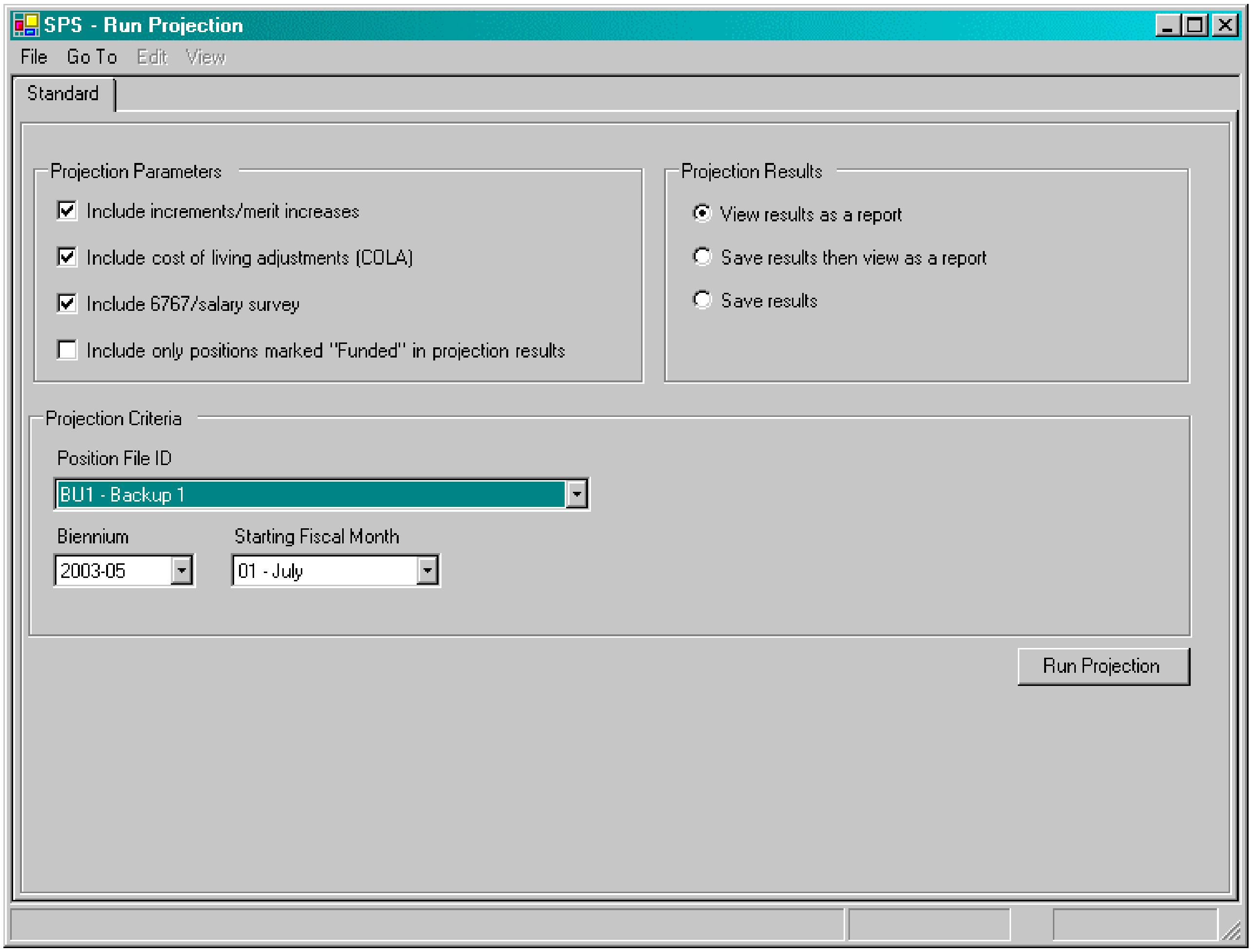
Concept - Parameter Selections allows a user to establish parameters to be assumed in the calculation of projections. Standard statewide selections are available.

1. Run Projection

Concept – Standard parameters are those commonly selected to determine costs to include or exclude from a projection.   These standard parameters will meet much of the business needs of the customer.

Access – This screen can by accessed by selecting **Go To / Projection / Run Projections** from the menu bar.

Screen Notes – The Projection Results options include tool tips to that an expanded description of the result option is presented when the user hovers their mouse over the text.



Include increments/merit increases – The project calculation should assume step increases based on increment date for employees subject to the State Salary Schedule. Default is checked.

Include cost of living adjustments (COLA) – The projection should use calculate identified approved/funded COLA for the biennium selected. Default is checked.

Include 6767/salary survey – The projection should automatically make adjustments based on classification identified in the statewide rates as having approved/funded range adjustments based on WAC rules adopted by the Personnel Board and funded by legislature. Default is checked.

Include only positions marked “Funded” in my projection results – The projection should only use positions that are flagged as funded. Positions not marked as funded will excluded from the results. It is the business assumption that projections for allotments or budget would exclude positions not marked as funded, while projections used to facilitate variance or actual expenditure projections would opt to include positions not marked as funded. Default is unchecked.

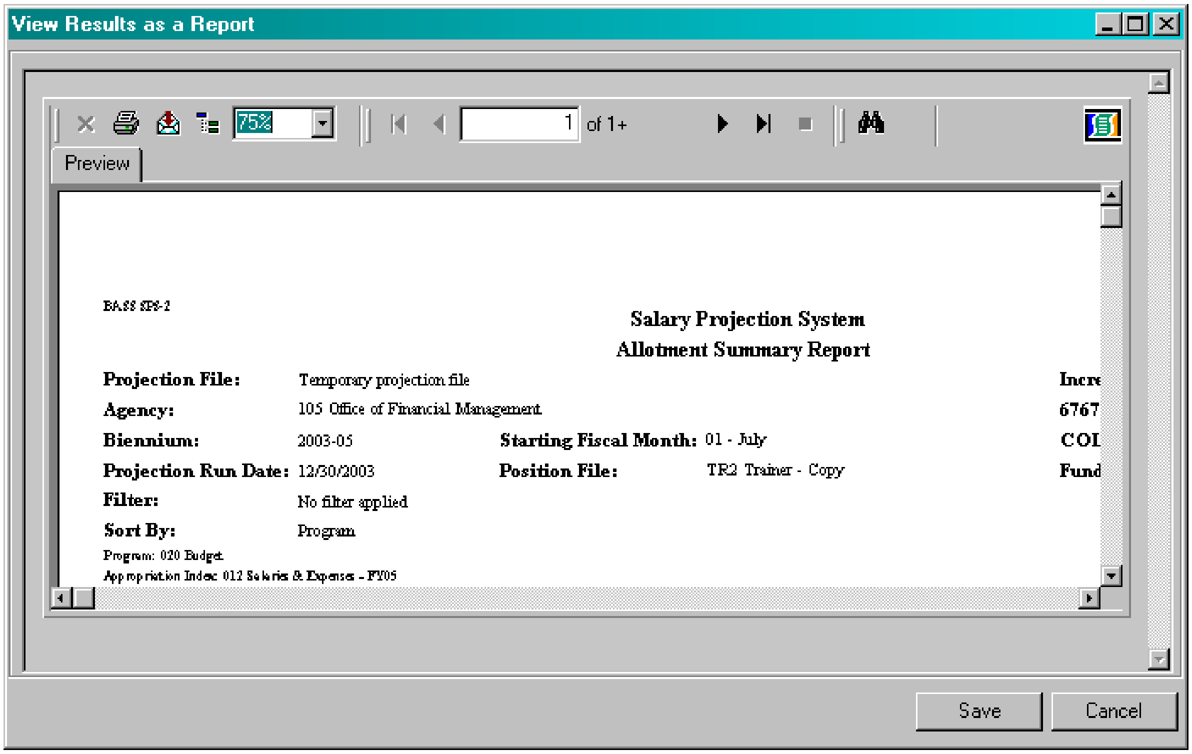
Position File **–** The position file that is to be used for the projection. The dropdown list box contains all position files with data to allow the user select the appropriate position file to calculate a projection from. The projection will include all positions of the position file even if a **Filter** is in effect for the session.

Biennium **–** The biennium that is to be used for the projection. All calculations use date specific lookup data based on the biennium selected. In addition, increment calculations will be based on the biennium used for projection. The biennium will default to the default to the current.

Starting Fiscal Month **–** The starting fiscal month of the projection. The format is month / fiscal year. The starting fiscal month and year will be based on the biennium. The fiscal months are in the following order July, August, September, October, November, December, January, March, April, May, and June. There will be two fiscal years per biennium. The starting fiscal month will default to the first fiscal month of the biennium selected. The projection will calculate all months prior to the Starting Fiscal Month has having zero salary or staff month expenditure.

Projection Results

View results as a report – This option will result in an Allotment Summary report at the agency level being displayed to the user once the **Run Projection** button is selected. Previous filter options will continue to be in effect if there is a filter set for the current session. Once the report is displayed, the user will have the option of saving the results to permanently save the projection results. Once the results are saved, all SPS projection reports can be run against the resulting file. If the projection is not saved, the temporary file will be deleted and a new projection will be required to gain additional reporting on the results. This is the default option.



Save – This option will bring up the **Add Projection File** dialog box for the user to identify a projection file ID and title to save the results permanently.

Cancel – This option will close the result screen without saving projection results data. Further reporting is not available for this projection. The user will be required to re-run the projection in order to produce further projection reports.

Save results then view as a report – This option will bring up the **Add Projection File** dialog box once the **Run Projection** button is selected. Once the user saves the projection file, the Allotment Summary report will be displayed at the agency level. Previous filter options will continue to be in effect if there is a filter set for the current session. The projection file will be permanently saved to the SPS allowing the user to run additional reports at any time.

Save results – This option will bring up the **Add Projection File** dialog box once the **Run Projection** button is selected. Once the Projection File information is saved, the dialog box will close returning the user to the current screen. SPS projection reports can be run on the resulting projection file at any time.

Run Projection – This button will begin the Run Projection process as selected in Projection Results above.

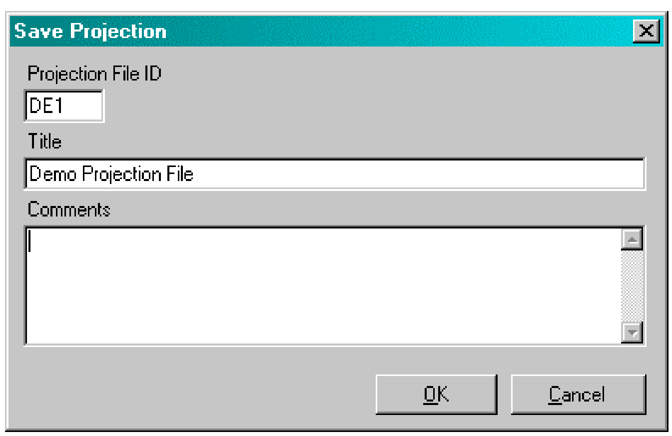
B. Projection File Management

The projection file is for saving the results of a projection calculation. The Projection File is distinct and separate from the Position File. Information from the position file is captured for reference, but the files have no dependency on each other once a projection result has been saved to its own file. There is no system need to use like file IDs or titles. A projection file must be saved in order to perform full reporting on the projection results. Data of a projection file cannot be changed regardless of any changes to the position file used to create the projection. A new projection is required to gain access to reports with new projection calculations. Projection file management allows users to save the results of a projection for archival purposes. In addition, projection files can be deleted or identifying information such as title and/or comments can be updated. As long as the file is not deleted, reports can be run on the projection file giving the user a view of the results of the projection calculation at the time it was originally run. It is recommended that projections used to develop budgets and allotments not be deleted to ensure that users can go back to the original calculation data at any time. Updated files for other reasons should be saved to a new Projection File ID.

1. Add Projection File

Concept – The Add Projection File allows the user to save projection results to a new file with it's own ID and title. In addition, users can enter comments regarding the projection. Alternatively, the title and comments may be updated in the **Update/Delete Projection Files** screen.

Access – This screen can by accessed selecting a Save Projection option from either the **Run Projection** or resulting report screen.

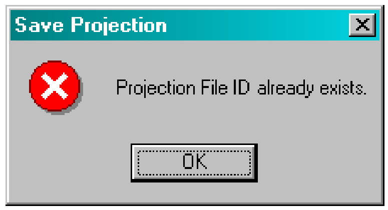


Projection File ID – A three-character alpha-numeric field for entering an ID for your projection file. All three-characters must be filled with a number or letter and all letters will be displayed in upper case. This field is required before the projection file can be added/saved.

Title – A 35-character title for identifying your projection file. The title may contain any combination of numeric, alpha, or special characters. This field is required to contain at least one character before the projection file can be added/saved.

Comments – A 1,000-character field available to record comments or notes regarding the projection file. Alternatively, comments can be added or edited **in Update/Delete Projection Files** screen. This field is optional.

OK – This button will become enabled once the required information of a three-character Projection File ID and a Title have been entered. Clicking this button will save the requested projection file information to the database after verifying there are no errors. The system will display a message to the user if the ID has previously been used for a projection file.



OK – Returns the user to the **Add Projection File** screen without saving changes.

Cancel – This button will close the Add Projection File dialog box while discarding any requested changes or information. No projection file information will be saved to the database.

2. Update/Delete Projection Files

Concept – The Update/Delete Projection File screen allows user to view and change select information regarding the projection file. This screen also provides the functionality to delete a projection file.

Access – This screen can by accessed by selecting **Go To / Projection / Update/Delete Projection Files** from the menu bar.

Tool Bar Icons

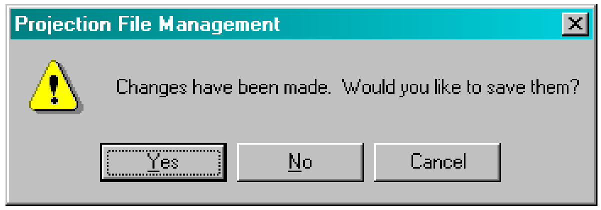
Save – Saves all projection file changes to the database. This icon is not available unless there are unsaved changes on the file.

Undo – Cancels all unsaved changes. This icon is not available unless there are unsaved changes on the file.

Screen Notes:

1. Blue cells are not updateable.
2. Only one file may be selected at a time.
3. Any column can sort the list by clicking on the column heading. A second click on the column heading will toggle the sort of that column between ascending and descending. A small arrow icon will appear in the column heading to demonstrate the current sort. The list is sorted by position file ID in descending order by default.

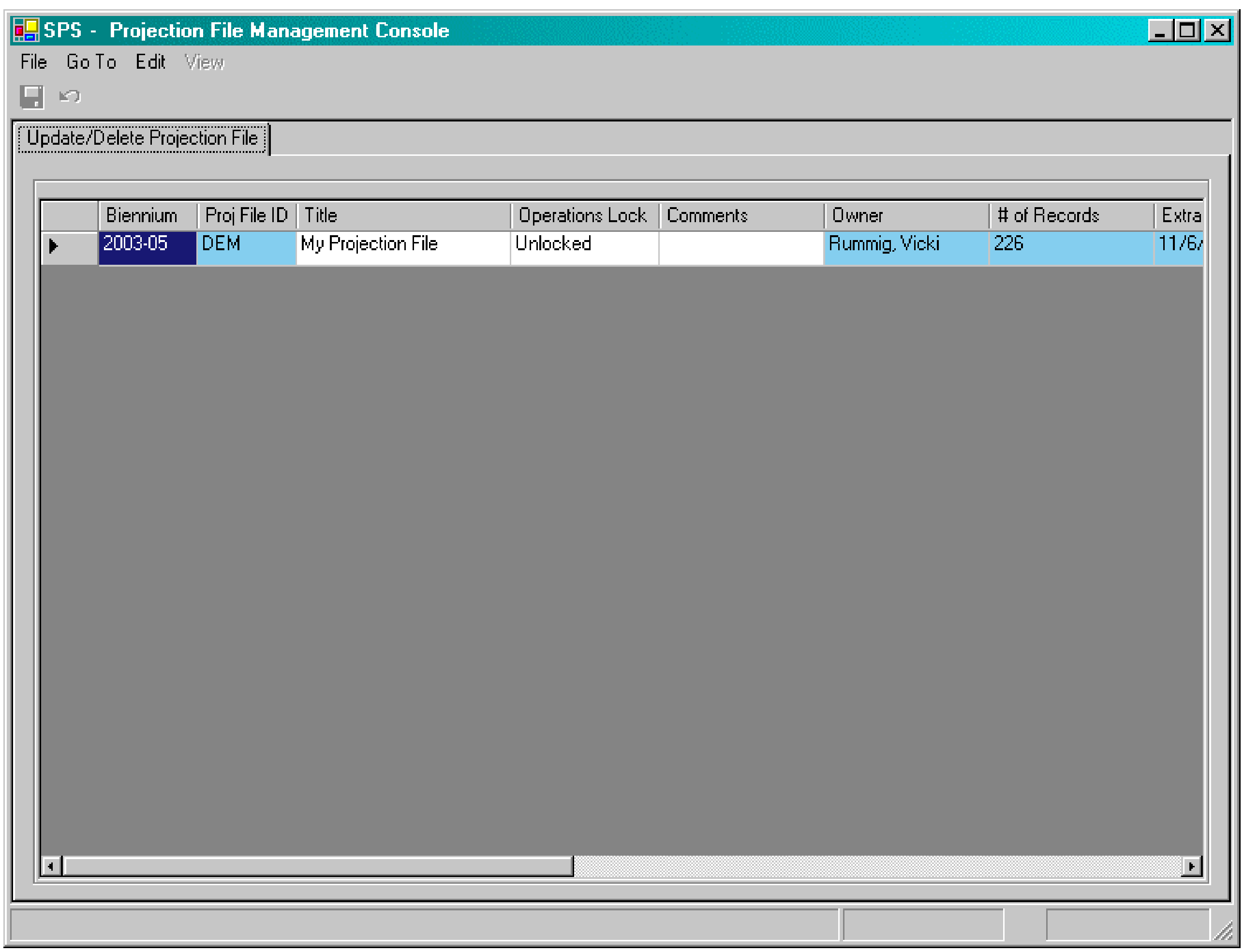
4. To Delete a File – Select the projection file row for deletion then selected Edit / Delete Selected Row(s). To complete the delete, select to Save.
5. If there are pending changes, users will be prompted when navigating to a different screen.



Yes – Will save pending changes to the database and take the user to the selected screen.

No – Proceeds to the selected screen without saving any pending changes. Any pending changes will be lost.

Cancel – Returns the user to the last screen where they can review pending changes.



Biennium – Indicates the biennium that the projection was calculated for. Projections are calculated with date specific information to look up appropriate salary, increments, benefit rates, etc. This field is not editable.

Projection File ID – The three-character alpha-numeric file ID associated with the projection file. This field is not editable.

Title – The title assigned to a projection file. This field may be 35-characters long, can contain any characters (alpha, numeric, and special) and can be edited by Budget Operations users and projection file owners.

Operations Lock – A dropdown list box contains options for Locked and Unlocked to indicate or change the status of the lock. A locked file cannot be deleted. This field may be edited by Budget Operations users.

Comments – A 1000-character field that may contain any type of character used to record notes or comments regarding the projection file. A comment may have been added on the **Add Projection File** screen. The comment may be edited by Budget Operations users and projection file owners.

Owner – The name of the user who ran the projection based on login ID. This field cannot be edited.

# of Records – The number of records the projection produced. A record is created for each instance of the position and each line of funding within the position (e.g., a file with 5 positions each with 5 lines of funding each will create 25 projection records). This field is not editable.

Extract Date – The extract date of the original position file. This date indicates the age of the starting data from the HR Data Load assumed in the projection. An Extract date of 1/1/0001 indicates that the position file used to create the projection result was not the result of a HR Data Load. This field is not editable

Proj Run Date – The date and time the projection was run. This field is not editable.

Pos File ID – The file ID associated with the position file used to create the projection results. This field is for informational reference only as the position file may have changed or been deleted since the projection was run and saved. This field is not editable.

Start Fiscal Month – The month selected at the time the projection was run to start the projection. Months prior to this will indicate zero staff months, salary, and benefits. This field is not editable.

Increments? – An indicator whether the projection calculation included adjustments for salary increments. This field is not editable.

6767? – An indicator whether the projection calculation included adjustments for job class salary changes. This field is not editable.

COLA? – An indicator whether the projection calculation included adjustments for cost of living adjustments. This field is not editable.

Funded Only – An indicator whether the projection calculation is limited to positions marked as funded at the time of projection. This field is not editable.

Funding Titles Biennium – An indicator of the biennium used for looking up position coding titles. This field is not editable.

V. Reporting

Concept – The Reporting console of SPS provides full reporting options for the Salary Projection System. SPS Utilizes Crystal Reporting with reports being rendered on the users machine use the Crystal Report Viewer.

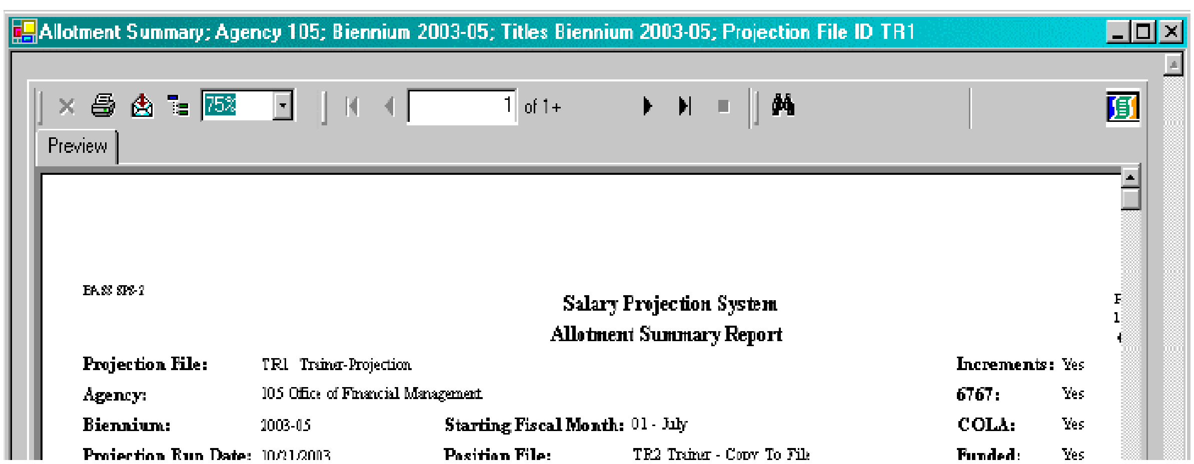
Sample reports can be viewed in **Appendix 2 – Report Samples.**

a) Crystal Report Viewer

Concept – The Crystal Report Viewer is a third party software package that allows BASS to package and produce reports via the Internet to users' desktops. It provides some common features and functionality to all reports produced including the option to export, print, search, etc.

Screen Notes

1. The Crystal Report will open in a new window on top of the SPS active window.
2. Only one report may be run at a time. An error message will be provided to the user if they attempt to run an additional report.
3. The Title Bar will contain information to identify the report including; report name, agency, biennium (for projection), titles biennium, and file ID reported on.



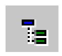
Need better quality GIF

Tool Bar

Close  – This Crystal close option is not available in SPS. The window can be closed by clicking the X in the upper right hand corner of the reporting window.

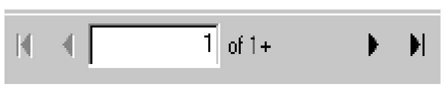
Print  – This option will bring up the Print dialog box utilized by your operating system/printer set up to allow the user to choose options for printing the report.

Export Report  – This option will bring up a Save As dialog box, allowing the user to determine a location and file format to save the report. Options for file type include; Crystal Report, Crystal Report 7, Rich Text, Word, or Excel 5.0. SPS reports were developed and tested to ensure clear exporting using the Excel option.

Toggle Tree  - This option allows provides a grouping tree window to allow the user to easily see the groups of a report and quickly navigate to the desired group. SPS reports were not developed with this feature in mind, however, it may inadvertently provide some benefit to the user in navigation.

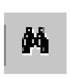
Zoom 

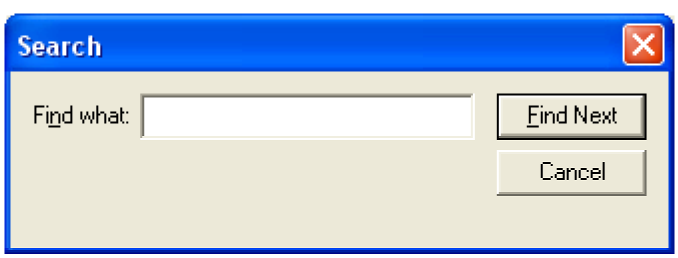
- This option allows the user to select a percentage zoom for viewing the report.

Page 

- These options provide page navigation to the user. Only buttons that navigate to an available page are available. In order, the options are.

- First page
- Previous page
- Enter a page
- Next Page
- Last Page

Search  - This option brings up a search dialog box to allow the user to search for a particular text string within the report.



Find what – A text box for the user to enter text to search for.

Find Next – This button will search for the next instance of the text string in the report.

Cancel – Will close the search dialog box returning the user to the report.

A. Position Listing

Concept – This Position Listing allows user to view selected information from the Position file.

1. Position Listing Report

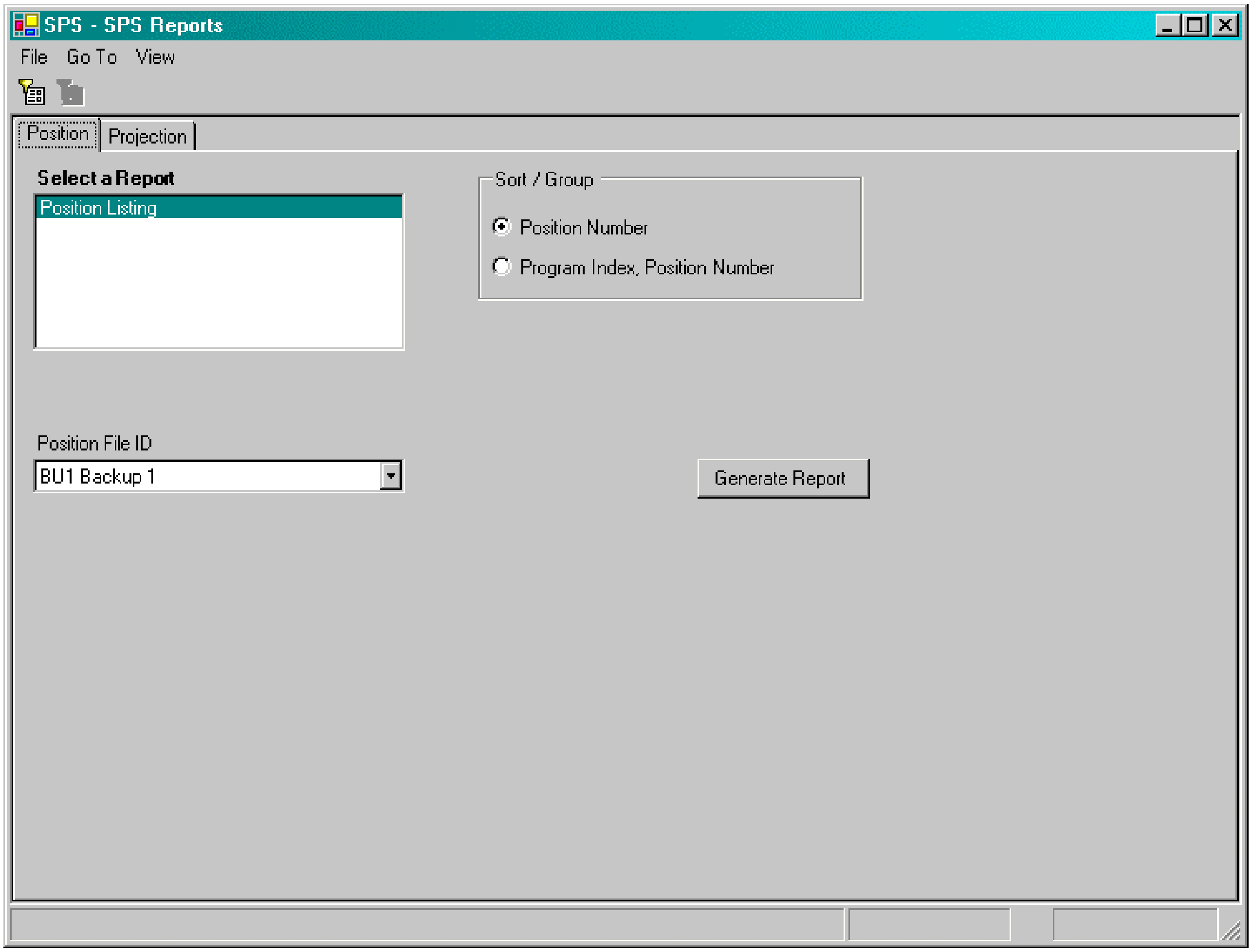
Concept - This Position Listing allows user to view selected information from the Position file. A separate line is recorded for each position and each funding line of the position (i.e., one position has two funding sources, then the position will show up twice on the report). Users are provided options to sort the report by Position Number, or Program Index then position number. The report was developed so that if it is exported to Excel, it can easily be sorted by any element of the report. Users should run the report with Position Number selected as the sort order if they are going to export the report to Excel. This report will always display all positions per the applied **Filter**, both valid and exception positions. The **Position Detail Screen** provides all the information contained in this report. This report does not have a limitations on the number of positions that may be included.

Access – This screen can by accessed by selecting **Go To / Reports** from the menu bar and selecting the Position tab. This will be the default tab if coming from the Position Listing or Position Detail screens.

Tool Bar –

Set Filter… - Brings up the **Filter** dialog box for the user to apply a filter to the list of positions.

Clear Filter – Clears the current filter in effect. This option is only available if there are filter criteria in place.



Select a Report – Provides a list of available reports for the user to select the desired report.

Position File ID – Provides a list of position files with data for the user to select a file to report on.

Sort/Group – A list of options for sorting and grouping the selected report on. The Position Number option will provide one list of all positions by position number. The Program Index/Position number options will provide groups by Program Index with a Program Index header and then position numbers within the program index.

Generate Report – This button will initiate the report to be presented in a new window.

Report Header

Position File – Position file ID and title.

Agency – Agency number and title.

Filter Selections – Indicates filter selections applied to the report or “no filter applied” if none. Note, a current bug may falsely indicate filter selections applied if a filter was recently cleared. The report data will not be limited as indicated in this case.

Sort by – Indicates the sort selected for the report.

Report Fields

Pos #- - Position Number

Name

Job Class – Job Class Code

Title - Working title if available, otherwise job class title.

Range

Step

Total Salary – The total salary associated with the position. If the position appears more than once, it is always the total salary displayed, not a prorated salary.

Part Time %

Start Date – aka Effective Date, date on the position tab.

End Date

Pro % - Proration Percent. The proration of the salary that is applied to the funding displayed. If less than 100% the position will be found on additional line(s) of the report.

PI – Program Index

OI – Organization Index

AI – Appropriation Index

SubObj- Sub Object

Funded – Y indicates the Funded flag is marked in the **Position Detail Screen**, N it is not marked.

Invalid – Indicates whether the position is valid or marked as an exception position. N is not invalid, a valid position. Y means the position is invalid and marked as an exception.

B. Allotments

Concept – Allotment reports provide a month-by-month view of the projection calculation results. These reports maybe used for developing allotments, as a tool for projecting year end variances, or annual totals provide There are two types of allotment reports available;

one for looking at summary data at a variety of reporting levels, and another for viewing allotment detail by position/funding line. Both reports will roll together like appropriation indexes where the only different is Fiscal Year since the report displays two fiscal years per page.

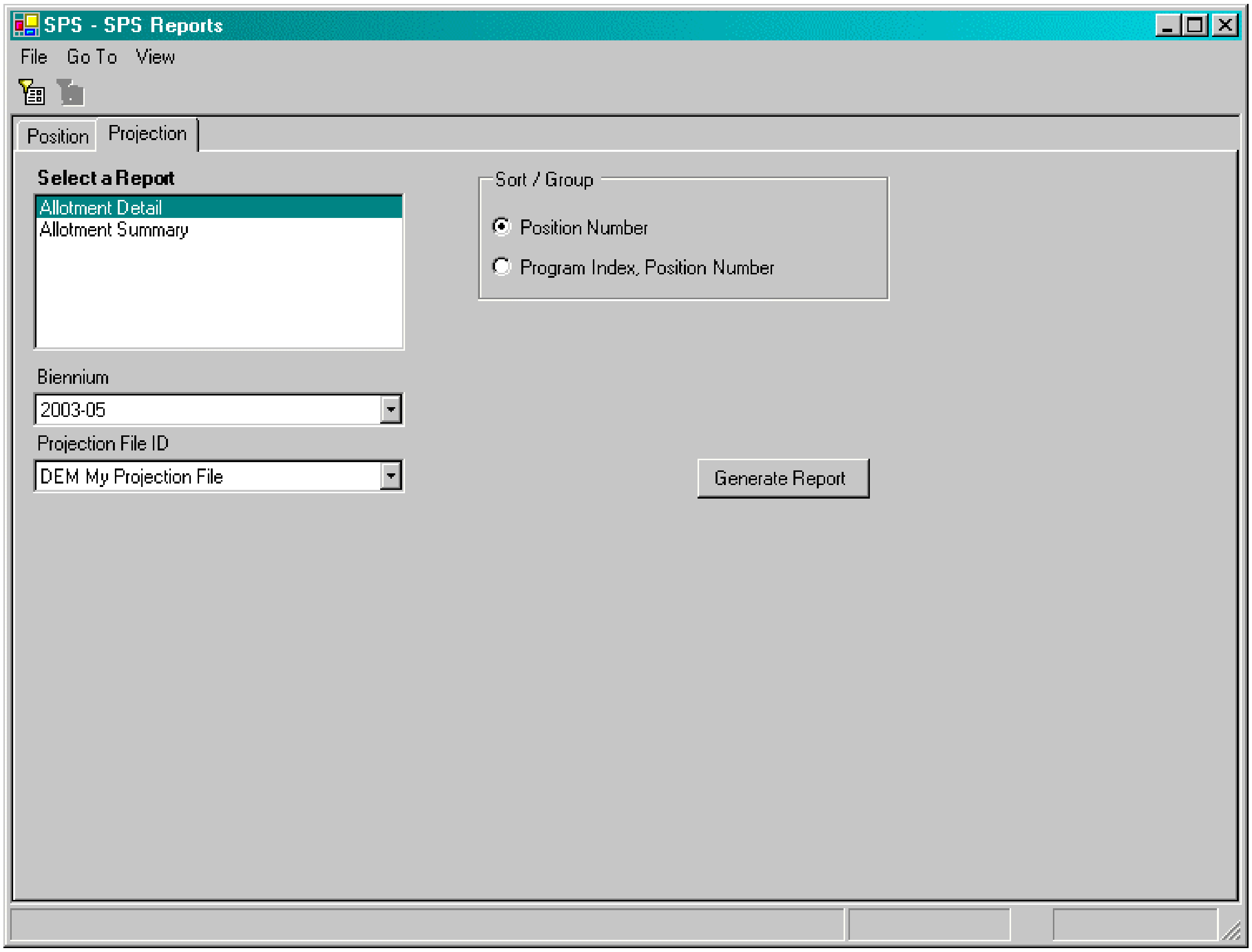
Access – This screen can by accessed by selecting **Go To / Reports** from the menu bar and selecting the Position tab. This will be the default tab if coming from the Run Projection or Update/Delete Projection File screens.

1. Allotment Detail Report

Concept – The Allotment Detail provides a month-by-month view of each position and each funding line (i.e., a position with 5 lines of funding will display on 5-pages). This report can be used to review projection calculations at a finite level of detail. This report is intended to facilitate research at the detail level. It does not provide summary pages. Instead, the **Allotment Summary Report** should be used to review overall projection results. The Allotment Detail has a limit of 2,000 pages. If the file selection and filter would result in the report of more than 2,000, the user will be prompted to set a filter to narrow the report results.

Tool Bar –

> Set Filter… - Brings up the **Filter** dialog box for the user to apply a filter to the list of positions.
>
> Clear Filter – Clears the current filter in effect. This option is only available if there are filter criteria in place.



Select a Report – Provides a list of available reports for the user to select the desired report.

Biennium – This dropdown list box contains a list of all biennia related to available Projection Files available for reporting.

Projection File ID – Provides a list of projection files for the biennium selected above with data for the user to select a file to report on.

Sort/Group – A list of options for sorting and grouping the selected report on. The Position Number option will provide one list of all positions by position number. The Program Index/Position number options will provide groups by Program Index with a Program Index header and then position numbers within the program index.

Generate Report – This button will initiate the report to be presented in a new window.

Report Header

Projection File – The Projection File ID and title for the projection selected for the report.

Agency – The agency number and title that the report is run for.

Biennium – The biennium of the projection being reported on.

Starting Fiscal Month – The fiscal month that was selected as the start of the projection. Any months prior to this will display zero for all projection amounts.

Projection Run Date – The date the projection was calculated.

Position File – The Position File ID and title (if available) of the position file that was used to create the projection.

Sort By – The sort by option selected on the report screen and which the report is displayed in.

Filter – Lists filter criteria in effect at the time the report is generated. Will display "no filter applied" if there is no filter in effect.

Increments – Indicates whether applicable increment adjustments were calculated with the projection.

6767 – Indicates whether applicable 6767 or other job class adjustments were calculated with the projection.

COLA – Indicates whether applicable Cost of Living Adjustments were calculated with the projection.

Funded – Indicates whether the projection calculation included positions not marked as funded; Yes – Only funded positions included, No – All positions included.

Section Header (information derived from what was on the **Position Detail Screen** for the indicated position at the time the projection was run**)**

Position Number

Part Time Percent

Job Class - Code and Short Title

Program Index

Name

Range

Step

Organization Index

Position Start Date – Or Effective Date. The date of the position tab and the date the projection calculation began.

Termination Date – End date from the **Position Detail Screen**.

Increment Date

Proj/Subproj/Phase – The Project, Sub Project, and Phase from the position.

Pay Code – From the More Detail on the **Position Detail Screen**. S indicates Standard pay and Y indicates Y-rated employee exempt from the state salary schedule.

Retirement Plan – Code and title

Fund-AT – Derived from the Appropriation Index on the **Position Detail Screen** by looking up the fund and appropriation type of the appropriation index in the Funding Titles Biennium indicated on the **Update/Delete Projection File** screen.

Budget Unit –

Approp. Index – Appropriation index

Proration Percent – Percent of position funded to the funding as indicated. If less than 100%, then there are additional detail pages for the position.

Report Data – For each report there is two groups for the projection data; the first fiscal year and the second fiscal year. Each of these groups is labeled with the actual fiscal year that is being displayed.

Data Rows – Each row represents a type of expenditure. The row is only displayed if there is a projection to that type of expenditure. These include staff months and sub objects. Sub sub object information is not provided on this report. Each type of expenditure (Staff Month, Salary, and Benefit) includes a sub total and a complete total of object expenditures is provided on the bottom line.

Data Columns – Each column represents each fiscal month of the indicated fiscal year (July through June). The last column on the report is totals for the indicated fiscal year.

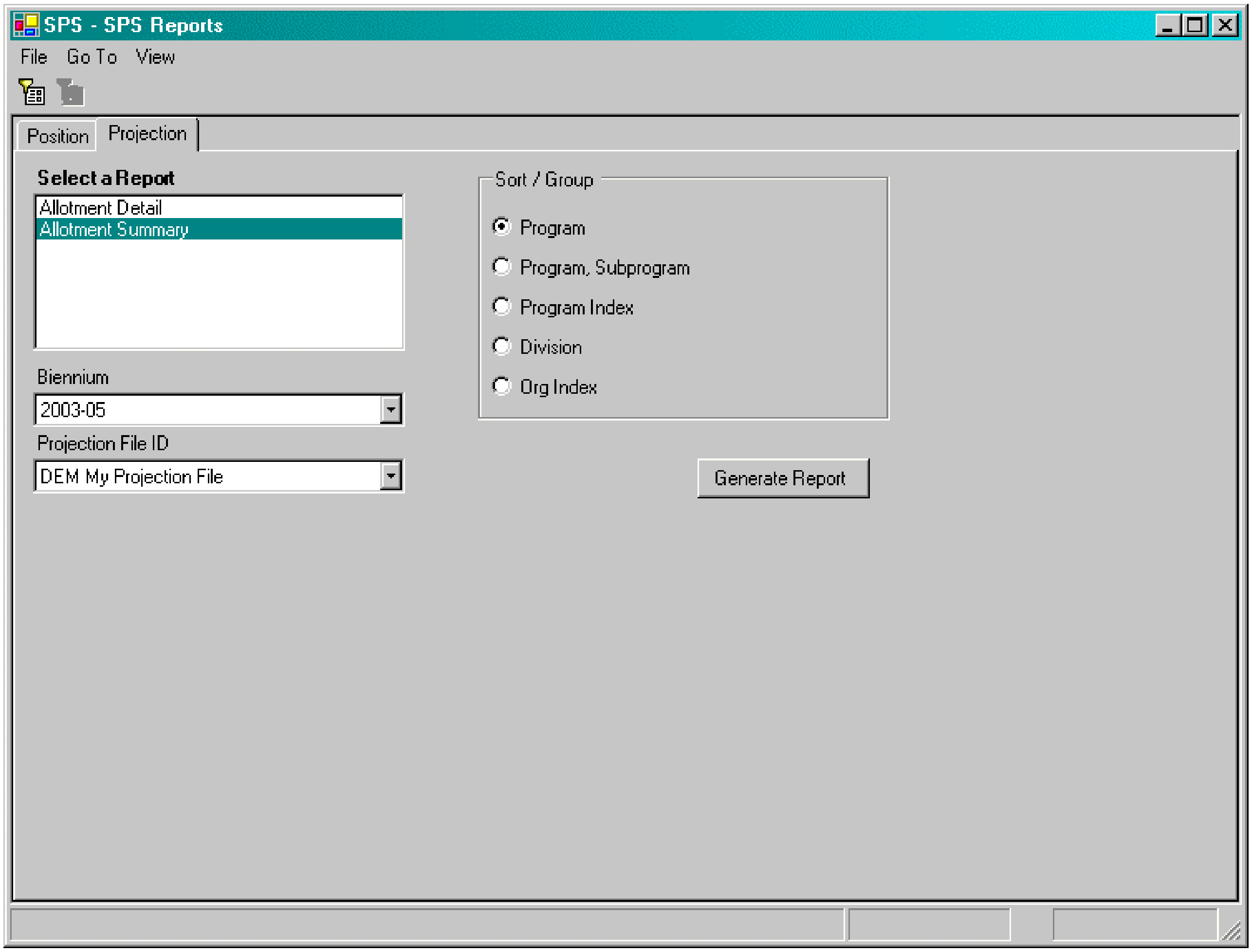
2. Allotment Summary Report

Concept – The Allotment Summary Report provides a month-by-month view of the allotment data rolled up to the grouping level selected by the user. This report can be used to see expenditure projections for allotment, variance projections, or other budgetary needs. Since the report rolls up data, there are not limits to the number of positions that can be included.

Tool Bar –

Set Filter… - Brings up the **Filter** dialog box for the user to apply a filter to the list of positions.

Clear Filter – Clears the current filter in effect. This option is only available if there are filter criteria in place.



Select a Report – Provides a list of available reports for the user to select the desired report.

Biennium – This dropdown list box contains a list of all biennia related to available Projection Files available for reporting.

Projection File ID – Provides a list of projection files for the biennium selected above with data for the user to select a file to report on.

Sort/Group – A list of options for sorting and grouping the selected report on. Each group will provide totals in the order as described below:

- Program
  - Sub total for each appropriation index* within each program
  - Sub total for each program (all appropriation indexes)
  - Grand total of report totals
- Program, Subprogram
  - Sub total for each appropriation index* within each subprogram
  - Sub total for each subprogram (all appropriation indexes)
  - Sub total for each program (all appropriation indexes)
  - Grand total for report
- Program Index

    - Sub total for each appropriation index* within each program index
    - Sub total for each program index (all appropriation indexes)
    - Grand total for report
- Division
    - Sub total for each appropriation index* within each division
    - Sub total for each division (all appropriation indexes)
    - Grand total for report
- Org Index
    - Sub total for each appropriation index* within each org index
    - Sub total for each org index (all appropriation indexes)
    - Grand total for report

** Related appropriation indexes for General Fund-State fund/appropriation type (e.g., 011 & 012) will roll together and display as one appropriation index..*

Generate Report – This button will initiate the report to be presented in a new window.

Report Header

Projection File – The Projection File ID and title for the projection selected for the report.

Agency – The agency number and title that the report is run for.

Biennium – The biennium of the projection being reported on.

Starting Fiscal Month – The fiscal month that was selected as the start of the projection. Any months prior to this will display zero for all projection amounts.

Projection Run Date – The date the projection was calculated.

Position File – The Position File ID and title (if available) of the position file that was used to create the projection.

Sort By – The sort by option selected on the report screen and which the report is displayed in.

Filter – Lists filter criteria in effect at the time the report is generated. Will display “no filter applied” if there is no filter in effect.

Increments – Indicates whether applicable increment adjustments were calculated with the projection.

6767 – Indicates whether applicable 6767 or other job class adjustments were calculated with the projection.

COLA – Indicates whether applicable Cost of Living Adjustments were calculated with the projection.

Funded – Indicates whether the projection calculation included positions not marked as funded; Yes – Only funded positions included, No – All positions included.

Sort by – Displays the sort/group option selected for generating the report.

Group Header – Based on the sort/group option selected, the group header will display the account codes and titles of the group displayed.

Report Data – For each report there is two groups for the projection data; the first fiscal year and the second fiscal year. Each of these groups is labeled with the actual fiscal year that is being displayed.

Data Rows – Each row represents a type of expenditure. The row is only displayed if there is a projection to that type of expenditure. These include staff months and sub objects. Sub sub object information is not provided on this report. Each type of expenditure (Staff Month, Salary, and Benefit) includes a sub total and a complete total of object expenditures is provided on the bottom line.

Data Columns – Each column represents each fiscal month of the indicated fiscal year (July through June). The last column on the report is totals for the indicated fiscal year.

Appendix 1 – HR Data Load Errors & Remedies

1. Code does not exist in titles tables (many variations exist)
   User Ed - Funding code titles must exist in the AFRS titles for the biennium associated with the position file. Please change your codes in SPS or add the code to AFRS. There will be a one-day delay for all codes entered into AFRS to appear in SPS.

2. Subobject is not valid for salary projection
   User Ed - Salary subobject must exist as a Valid Salary SubObject (see Rates)

AA	AB	AC	AD	AE	AF	AG	AH	AJ	AK	AL	AM
AN	AQ	AR	AS	AT	AU	NW	NZ				

   Change the subobject on these records to one of the valid options.

3. Position salary range is not valid for this job class per the Job Class table
   User Ed: A salary range must match either the salary range or special salary range from the job class table unless the position is Y-rated. Either correct the salary range to match the job class range or enter a generic job class code (blank and 99999 are both options in job class code) for a blank salary range.

4. Appointment salary does not match the salary in the State Salary Schedule
   User Ed: The salary must match the state salary schedule for the indicated salary range and step unless the position is Y rated. Either correct the salary to match the state salary schedule by reselecting the range and step on position detail, enter "Y" on the **Pay Code** of the **More Detail** screen, or enter a generic job class code (blank and 99999 are both options in job class code).

5. Salary exceeds band
   User Ed: The salary on the position is outside of the band limits as identified in SPS. Check "Salary May Exceed Band" on the Position Detail to override the limit.

6. No merit system identified
   A valid Merit System is required in SPS.

7. Job Class does not exist in Job Class table or is missing
   User Ed: All positions require a valid job class for the indicated Merit System. Contact the BASS Help Line at 360 725-5278 if a valid job class is not available.

8. Increment date must be greater than Update Date
   User Ed: Classified positions require an Increment Date that is greater than the Position Start Date or Update Date in order to accurately calculate increments due.

9. Increment date does not match increment requirements
   User Ed: The State Salary Schedule identified how many months until the next increment is due. The increment date is excess of Increment Months. Change the increment date to match the requirements.

10. Proration Percent of funding lines must = 100%

    User Ed: Proration percent of funding lines must = 100%. Adjust the funding lines to equal 100%.

11. Part time % must be greater than 0

    User Ed: A part-time percent of zero will result in no salary of FTE projection for the position. Change the part-time percent or variable part-time of the position to be greater than zero.

Appendix 2 – Report Samples